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ROYAL NAVAL VOLUNTEER RESERVE REGULATIONS 1937

(Revised to 18th November, 1937)

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ROYAL NAVAL VOLUNTEER RESERVE REGULATIONS 1937

(Revised to 18th November, 1937)

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THE Lords Commissioners of the Admiralty are pleased to establish the following Regulations and Instructions for the government of the Royal Naval Volunteer Reserve.

These Regulations cancel R.N.V.R. Regulations 1933.

BY COMMAND OF THEIR LORDSHIPS,

R. H. H. Carter,

ADMIRALTY,
18th November, 1937.

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REGULATIONS

for the

ROYAL NAVAL VOLUNTEER RESERVE

CHAPTER I

ORGANISATION.

1. Constitution and Regulations.—The Royal Naval Volunteer Reserve is raised under the "Naval Forces Act of 1903 and the Acts incorporated therewith." The members of this Reserve are termed the Royal Naval Volunteer Reserve (shortly referred to hereinafter as "R.N.V.R.") and are subject to the provisions of those Acts, and to all regulations made with regard to them by the authority of the Lords Commissioners of the Admiralty.

The R.N.V.R. is under the orders of the Admiral Commanding Reserves (referred to hereinafter as "the Admiral Commanding.").

2. A copy of the R.N.V.R. Regulations is to be available at each Division and outlying unit for reference by officers and ratings.

3. A member of the R.N.V.R. may obtain from the Commanding Officer of his Division one copy of these regulations on payment of the price printed at the foot of the title page, less 25 per cent. The money received is to be taken on charge in Cash Account No. 1 as a credit to H.M. Stationery Office Vote.

Copies for issue on repayment should be obtained by the Commanding Officer of the Division by demand from the Naval Store Officer, Royal Victoria Yard, Deptford.

2. R.N.V.R. Advisory Committee.—The Admiral Commanding is assisted in the administration of the Reserve by an Advisory Committee composed of:—

(*a*) The Admiral Commanding as Chairman, assisted by any of his staff as necessary.

(*b*) A Captain, R.N., appointed to the staff of the Admiral Commanding for this purpose.

(*c*) The Commanding Officers of the R.N.V.R. Divisions.

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(*d*) Such additional R.N.V.R. Officers as may be required by the Admiral Commanding.

(*e*) A Secretary appointed by the Admiral Commanding from his staff.

2. The duties of the R.N.V.R. Advisory Committee are :—

(*a*) To discuss matters on which the Admiral Commanding desires the Committee's advice, including recommendations for the promotion of R.N.V.R. officers to the rank, or equivalent rank, of Commander and above.

(*b*) To discuss, subject to the discretion of the Admiral Commanding, matters put forward by any Commanding Officer for Committee discussion.

3. Administration.—The R.N.V.R. is divided into the following eight divisions :—

Division.	H.M. Ship or Establishment.	Situation.
Clyde	Establishment (Headquarters) ..	Glasgow.
	" Carrick " (Outlying Unit) ..	Greenock.
East Scottish ..	" Claverhouse " (Headquarters) ..	Leith.
	" Unicorn " (Outlying Unit) ..	Dundee.
London.. ..	" President "	London.
Mersey	" Eaglet " (Headquarters) ..	Liverpool.
	" Irwell " (OutlyingUnit)	Birkenhead.
Severn	" Flying Fox "	Bristol.
Sussex	Establishment (Headquarters) ..	Hove.
	Establishment (Outlying Unit) ..	Newhaven.
Tyne	" Calliope " (Headquarters) ..	Newcastle-on-Tyne.
	" Satellite " (Outlying Unit) ..	South Shields.
Ulster	" Caroline "	Belfast.

2. Officers and men will belong to the Division in the area of which they normally reside, and those on List I will be required to resign or be removed from the Reserve in the event of permanent removal from the area unless transferred to another Division or to List II.

3. Each Division is divided into sub-divisions which are designated by numbers. The number of sub-divisions allowed is shown in Article 5.

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4. The areas comprised in the various divisions and postal and telegraphic addresses are shown in Appendix VIII.

4. Lists I and II.—The personnel of the R.N.V.R. is divided into the following two categories :—

List I.—Officers and men required to attend at their Divisions for duty or instruction.

List II.—Officers and men not necessarily required to attend as above.

2. The personnel on List I will consist of the majority of the Executive Officers, a sufficient number of Chaplains, and Medical and Accountant Officers for divisional duties, *all* Seamen, Signalmen and Telegraphists, all Artificers and Artisans in their first enrolment, and such other ratings as are able and wish to take part in local drills.

At each Division, a maximum of five Artificers and Artisans, in their second or subsequent periods of enrolment, may be retained on List I in order to assist the permanent staff. All other Artificers and Artisans are to be transferred to List II on re-enrolling for a second period.

3. The personnel on List II will consist of the remainder of the officers of all branches and such Artificer, Artisan and Writer ratings and Motor Mechanics as do not belong to List I.

4. Executive Officers below the rank of Commander will only be permitted to join or transfer to List II if their places of residence clearly prevent their attendance at divisional drills and provided they have already performed a considerable amount of training or Naval Service.

Commanders will only be permitted to transfer to List II in exceptional circumstances.

Executive Officers on List II will be required to perform seven days' additional obligatory training in each biennial period. (See Article 115).

5. The personnel on List II are in every way an integral part of their Division, and they are to be permitted and encouraged to attend at their divisions for inspections, ceremonial parades, lectures and other special occasions. Travelling expenses are allowable on such occasions at the discretion of the Admiral Commanding. (*See* Articles 213, clause 1 (C), and 289, clause 1 (*a*)).

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5. Total Establishment.—The total establishment of R.N.V.R. officers and men is shown in the following tables.

The numbers of the various ranks (List I) and higher ratings allowed to each Division is shown in Article 6.

Total Establishment of Officers.

Rank.	List I.	List II.	List I or List II.	Total.
	No.	No.	No.	
Captain or Commander	16	—*	—	16
Lieutenant-Commander, Lieutenant, Sub-Lieutenant, Midshipman	265	60	—	325
Engineer Commander, Engineer Lieutenant-Commander, Engineer Lieutenant	—	30	—	30
Surgeon Captain	—	—	3	3
Surgeon Commander	—	—	20	20
Surgeon Lieutenant-Commander, Surgeon Lieutenant, Surgeon Sub-Lieutenant	—	—	155†	155
Surgeon Lieutenant-Commander (D), Surgeon Lieutenant (D)	—	25	—	25
Paymaster Commander	8	—	—	8
Paymaster Lieutenant-Commander, Paymaster Lieutenant, Paymaster Sub-Lieutenant	—	—	182†	182
Chaplain	16	16	—	32
Lieutenant from Warrant Rank, Commissioned Boatswain, Boatswain	8	—	—	8
Signal Lieutenant, Commissioned Signal Boatswain, Signal Boatswain	8	—	—	8
Telegraphist Lieutenant, Commissioned Warrant Telegraphist, Warrant Telegraphist	8	—	—	8
	329	131	360	820

† Subject to a maximum of 53 on List I.

* *See* Article 4, clause 4.

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Total Establishment of Men.

Division.	Clyde.	East Scottish.	London.	Mersey.	Severn.	Sussex.	Tyne.	Ulster.	Total.
Port Division to which Affiliated.	(P)	(P)	(C)	(D)	(D)	(P)	(C)	(P)	
No. of Sub-divisions.	10	6	10	9	3	3	7	5	53
Gunnery } Seaman	461	258	430	407	151	132	326	215	2,380
Torpedo } Br.	150	91	131	170	55	50	60	65	772
Bugler }	10	6	8	9	5	3	7	5	53
Signals	200	120	275	180	—	60	160	105	1,100
W/T	130	80	125	90	60	40	90	60	675
E.R.A.s	8	4	4	8	8	4	20	4	60
Motor Mechanics ..	1	1	2	1	1	1	2	1	10
Artisan Br.	30	30	5	25	10	5	30	25	160
Writer Br.	10	10	20	10	10	5	5	20	90
Total establishment	1,000	600	1,000	900	300	300	700	500	5,300

2. Bands may be formed by Divisions with five or more sub-divisions, subject to approval by the Admiral Commanding of the Divisional rules for their engagement. They will be enrolled as Naval Volunteers, but will not be subject to the requirements of the Regulations as to drill and service, nor will they be eligible to earn bounty under Article 195, or for repayment of travelling expenses under Article 197.

The strength of each band is limited to 1 Bandmaster and 24 Bandsmen.

3. The R.N.V.R. Boys' Corps may be affiliated to Divisions under the conditions of Article 400.

4. A return on Form R.N.V. 13 of the strength of each Division, distinguishing between Headquarters and outlying units, is to be rendered to the Admiral Commanding on the first day of each quarter.

6. Divisional Establishment.—The number of officers, List I, and proportion of higher ratings allowed to each Division is shown below. The composition of the sub-divisions may vary as necessary within the total allowed to the division.

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Rank.	To each Sub-division.	To each Division.
Captain or Commander	—	1 in Command
Commander, Lieutenant-Commander or Lieutenant	—	1 as Executive Officer
Lieutenant-Commander or Lieutenant	1 in Command	—
Lieutenant, Sub-Lieutenant or Midshipman ..	4	—
Surgeon Captain, Surgeon Commander or Surgeon Lieutenant-Commander	—	1
Surgeon Lieutenant-Commander or Surgeon Lieutenant	1	—
Paymaster Commander or Paymaster Lieutenant-Commander	—	1
Paymaster Lieutenant-Commander, Paymaster Lieutenant or Paymaster Sub-Lieutenant	1	—
Chaplain	—	2
Boatswain, or Officer promoted therefrom ..	—	1
Signal Boatswain, or Officer promoted therefrom	—	1
Warrant Telegraphist, or Officer promoted therefrom	—	1
Chief Petty Officer (inclusive of Chief Yeoman of Signals)	1	1 additional for each Division
Petty Officer	2	—
Leading Seaman	4	—
Chief Yeoman of Signals (*see* above, under Chief Petty Officer)	—	2
Yeoman of Signals	—	4
Leading Signalman	—	12
Chief Petty Officer Telegraphist	—	2
Petty Officer Telegraphist..	—	3
Leading Telegraphist	—	8

2. The number of officers, List II, to be borne in each Division is regulated by the Admiral Commanding within the total establishment.

3. There is no restriction on the number of higher ratings allowed in the Engine room, Electrical and Ordnance Artificer, Motor Mechanic and Artisan branches.

The number of higher ratings in the Writer branch is regulated by the Admiral Commanding, 1 Chief Petty Officer Writer, 2 Petty Officer Writer, and 4 Leading Writers being authorised for every 15 Writer ratings borne in the R.N.V.R.

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CHAPTER II

RANK AND COMMAND.

10. Rank and Command.—R.N.V.R. Officers take precedence after R.N. and R.N.R. Officers, rank for rank, irrespective of seniority.

2. The Admiralty may grant Naval command and authority to any Officer, during the tenure of a particular appointment. (*See also* K.R. & A.I. Article 176, clause 4).

3. Petty Officers and men, R.N.V.R., rank and command with but after corresponding ratings, R.N. and R.N.R., irrespective of seniority.

4. The relative precedence of R.N.V.R. officers is determined solely by the rank and date of their commissions or warrants, or, if not in possession of commissions or warrants, their appointments in the R.N.V.R. (but see appendix I, No. 8, as regards Commodore, 2nd class).

5. The relative precedence of officers bearing commissions or warrants of the same date is determined by the order in which their names appear in the Navy List. A probationary or acting officer is in all cases, junior to a confirmed officer of the same rank. Probationary and acting officers rank among themselves according to the date of their probationary or acting rank.

6. Probationary officers and Acting Sub-Lieutenants will not receive their commissions until confirmed in their ranks. Midshipmen will receive appointments only.

7. List II officers attending ceremonial parades, etc., in which the Division to which they are attached is concerned, shall not, on account of rank or seniority, supersede Divisional Officers (List I) in command of R.N.V.R. detachments, or sections thereof, at such parades.

8. The Officers and Petty Officers of the R.N.V.R. are to command each other and the men of the Force, agreeably to their respective ranks and ratings, in all matters relating to their duties; but they are never to assume any naval command whatsoever, unless ordered to do so by their superior Naval Officer, and they are to be, in all matters whatsoever, under the command of the Captain or Commanding Officer, or other superior officer, of the ship in which they may be.

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The relative ratings of Motor Mechanics and Chief Motor Mechanics are as follows :—

	Ratings entered in R.N.V.R. prior to 5th October, 1925, Rank with	Ratings entered in R.N.V.R. on or after 5th October, 1925, Rank with
Motor Mechanic	Stoker Petty Officer of 4 years' seniority	Stoker Petty Officer.
Acting Chief Motor Mechanic, 4th class	Acting Engine Room Artificer, 4th class (C.P.O.)	Acting Engine Room Artificer, 4th class (P.O.).
Chief Motor Mechanic, 4th class	Engine Room Artificer, 4th class (C.P.O.)	Engine Room Artificer, 4th class (P.O.).
Chief Motor Mechanic, 3rd class	Engine Room Artificer, 3rd class (C.P.O.).	
Chief Motor Mechanic, 2nd class	Engine Room Artificer, 2nd class (C.P.O.).	
Chief Motor Mechanic, 1st class	Engine Room Artificer, 1st class (C.P.O.).	

9. The R.N.V.R. when assembled for drill or inspection, or when voluntarily doing any naval duty, either afloat or on shore, will be under the immediate command of the Senior Naval Officer present.

11. Relative Rank with Army and R.A.F.—Nothing contained in these Regulations is to be considered as giving a claim to any officer of the R.N.V.R. to assume command of His Majesty's Land or Air Forces on shore, nor to any officer of the Army or Royal Air Force to assume the command of any of His Majesty's squadrons or ships, or of any of the officers or men thereunto belonging, unless under special authority from the Government of His Majesty.

2. When officers of the R.N.V.R. are employed on shore on joint service with His Majesty's Land or Air Forces, their relative rank shall carry with it all the precedence and advantages, except command, attaching to the rank to which it corresponds, and shall regulate the choice of quarters, but allowances will remain issuable under Naval Regulations.

3. A table or relative ranks of the officers of the Navy, Army and Air Force is contained in K.R. & A.I., Article 224a.

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CHAPTER III.

ENTRY AND PROMOTION OF OFFICERS.

15. Authorised Branches and Ranks.—The branches and ranks of officers authorised in the R.N.V.R. are shown in Appendix I.

16. Entry of Officers.—No applicant will be appointed to the R.N.V.R. unless his usual or intended place of residence is in the United Kingdom and unless he is a British subject of pure European descent and the son of persons who are British subjects at the time of the candidate's entry. The burden of clear proof of nationality will rest upon the candidate or upon the parent or guardian of candidates under the age of 21. Doubtful cases should be referred to the Admiral Commanding for decision.

2. Candidates who possess a foreign as well as British nationality may in certain cases be regarded as ineligible for entry, and the question of their eligibility should be specially submitted for Admiralty consideration.

3. If an officer after appointment becomes a naturalised foreign subject it will be his duty to report the fact forthwith to the Admiral Commanding, through his Commanding Officer, and to resign his commission.

4. Candidates must apply to the Commanding Officer of the Division in the area of which they reside. An interview and medical examination (*see* Article 33) will then be arranged. R.N.V.R. ratings may be considered equally with other candidates.

5. It is a condition of service in the R.N.V.R. that officers shall have been vaccinated, and that they shall consent to be re-vaccinated or inoculated if considered necessary.

6. If the Commanding Officer is satisfied that the candidate has the necessary qualifications for an officer and is medically and physically fit in accordance with Appendix VI, he is to forward an application for entry on Form R.N.V. 4 to the Admiral Commanding. (*see* Article 34 if birth certificate cannot be produced). Applications for entry on List I are not, however, to be forwarded unless there is a vacancy in the Division concerned. Applications for entry on List II will be entered on a waiting list by the Admiral Commanding and entries made as vacancies occur.

7. Final entry will be subject to the approval of the Admiral Commanding, after consultation with the Engineer-in-Chief, Medical Director-General, Paymaster Director-General, and Chaplain of the Fleet, for the entry of Engineer, Medical and Accountant Officers and Chaplains respectively. All officers will be entered for General

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Service and must be available to serve wherever they may be required. They will not be required to enter for any fixed period.

8. Officers will only be permitted to transfer to another branch of the R.N.V.R. in exceptional circumstances. Seniority in the new rank will date from the date of transfer.

9. All officers, except Special Branch Officers, will be entered as Probationary Officers and, when they are qualified under the regulations for confirmation, will be confirmed in their rank with seniority of date of entry, except that Probationary Sub-Lieutenants will be confirmed with seniority of the date of qualification.

17. Change of Division.—Officers will not be transferred from one Division to another, except with the concurrence of the Commanding Officers of both Divisions concerned, and the approval of the Admiral Commanding (*see also* Article 248, clause 5).

18. Transfer from other Naval Reserves.—The following may apply for entry in the R.N.V.R., but will not as a general rule be appointed in a rank higher than Lieutenant, R.N.V.R. :—

(*a*) Officers who have resigned their commissions in the Royal Navy or Royal Naval Reserve.

(*b*) Officers on the Retired or Emergency List, R.N. or Retired List, R.N.R.

2. Officers in class (*b*) above entered in the R.N.V.R. will, if mobilised, revert to the Royal Navy or Royal Naval Reserve, as the case may be.

3. The rules for the counting of time served in the R.N.V.R. by Retired Officers, R.N., and for the issue of pay during training or service in the Royal Navy as R.N.V.R. Officers in time of peace, are shown in Article 175, clauses 3 and 4.

19. Temporary Commissions in Time of War or Emergency.—The Admiralty have power to grant temporary commissions in the R.N.V.R., in such ranks as may be deemed appropriate, to persons not belonging to the Reserve, who volunteer to serve in times of emergency, either with or without the issue of a Proclamation calling out the R.N.V.R.

2. Temporary officers will be entitled while so employed to the rank, pay and allowances of the corresponding ranks in the R.N.V.R. or to such special pay and allowances as may be decided upon at the time of the engagement.

3. Temporary officers while employed as such will be treated in all other respects and be subject to the same regulations as officers of the R.N.V.R.

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20. Honorary Commissions.—Each Division is allowed an Honorary Commander, and such Honorary Lieutenant-Commanders, Lieutenants, Sub-Lieutenants, Engineer Commanders, Engineer Lieutenant-Commanders, Engineer Lieutenants, Chaplains, Surgeon Commanders, Surgeon Lieutenant-Commanders, Surgeon Lieutenants and Surgeon Lieutenants (D) as the Admiralty may think fit to sanction on the recommendation of the Admiral Commanding.

2. Such officers may wear the uniform of their respective ranks on State and other ceremonial occasions within the British Empire ; if worn, it must be that which is appropriate to the occasion.

3. Honorary Commissions are restricted to gentlemen who in the opinion of the Admiralty, have rendered such exceptional service in promoting the interests of the R.N.V.R. as to merit recognition by the award of an honorary commission.

4. Honorary Commissions as Captain and Surgeon Captain may be granted to Honorary Officers who fulfil the following conditions :

(*a*) Must have held a commission as Honorary Commander or Honorary Surgeon Commander for five years.

(*b*) Must be recommended by the Admiral Commanding, and have performed specially good service in the interests of the R.N.V.R. or the Admiralty.

5. Honorary officers are to report themselves by letter, giving their permanent addresses, to the Admiral Commanding, on or shortly after 1st January each year, in order to ensure that their names are retained in the Navy List.

21. Promotion of Officers.—The regulations for promotion of officers on the Active List are contained in Appendix I.

2. The Admiralty reserve to themselves the power of promoting officers of all branches to a higher rank, if considered deserving of promotion on account of specially good service, although they may not have all the necessary qualifications required.

3. The Admiralty also reserve to themselves the power, where they consider it necessary in the interests of the R.N.V.R., of granting the rank of Captain, R.N.V.R., to an officer selected for the command of a Division, irrespective of whether he has previously held a commission in the R.N.V.R.

4. Promotion to Commander and Captain in all branches in which these ranks are allowed will be made half-yearly on 30th June and 31st December in vacancies.

5. When a recommendation from the Commanding Officer of a Division is necessary for the promotion of a R.N.V.R. officer, the recommendation is to reach the Admiral Commanding at least

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one week before the promotion is due, stating the date on which the officer fulfilled each qualification for promotion.

6. The following promotions will, however, be made in all branches by the Admiral Commanding without recommendation from the Division :—

(*a*) Lieutenant to Lieutenant-Commander, List I.
(*b*) All List II officers.

7. Should Commanding Officers wish to remark adversely on officers affected by clause 6 (*a*) or (*b*), reports should be forwarded to the Admiral Commanding at least a week before the promotion is due.

22. Qualification as Interpreter.—R.N.V.R. officers are eligible to qualify for interpreter and, when called out for war service, may be appointed as such, in the languages mentioned in the King's Regulations and Admiralty Instructions and subject to the conditions therein laid down for R.N. and R.M. officers.

2. R.N.V.R. officers will not be allowed to study abroad on full pay or be eligible to receive gratuities on qualifying, nor will they be entitled to repayment of travelling expenses incurred in attending examinations for qualification as interpreter.

3. An up-to-date list, in duplicate, of all officers who are able to speak a foreign language, with the names of languages spoken, is to be kept in each Division ready for forwarding to the Admiral Commanding if and when required.

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CHAPTER IV

ENTRY AND ADVANCEMENT OF RATINGS.

30. Authorised Branches and Ratings.—The Royal Naval Volunteer Reserve of men is composed of the following branches :—

Seaman (including Buglers).
Signal.
Wireless Telegraphy.
Engine Room, Electrical and Ordnance Artificer.
Motor Mechanic.
Artisan.
Writer.

2. All R.N. ratings in the above branches are authorised in the R.N.V.R. except that :—

(*a*) The entry of Boys will only be considered by the Admiralty if the number of seaman ratings is below establishment.
(*b*) Artificers and artisans will not be entered in a lower rating than Acting 4th Class.
(c) Advancement to Chief Artificer and Chief Artisan rates is not authorised.

Details of the authorised ratings are shewn in Appendix II.

3. Bands may be formed as shewn in Article 5, clause 2.

4. Men wishing to enter the Signal and Wireless Telegraphy Branches are required to enrol as Seamen and will be transferred to the desired branch after preliminary general training.

5. R.N.V.R. ratings will not be eligible for training in the Submarine Service.

31. General Qualifications for Entry.—Every man entered in the R.N.V.R. must be the son of British-born subjects and able to speak, understand and write the English language.

2. Persons born out of His Majesty's Dominions are only to be entered if proof (attested by documentary evidence to be attached to the candidate's entry papers) is produced that both parents are, or were, British-born subjects.

3. Every applicant for enrolment is required to complete Form R.N.V.I. and must satisfy the Commanding Officer of the Division, or the Commanding Officer of the Outlying Unit, that he is in all respects suitable and has received an education suitable for the rating in which entry is desired.

The Commanding Officer may appoint such other officers, as he thinks fit, to assist him in the examination of recruits.

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32. Men Ineligible for Entry.—The following are not to be enrolled :—

(*a*) Men who are serving, or bound to serve, in any other of His Majesty's Forces.

(*b*) Men eligible for the Royal Fleet Reserve.

(*c*) Men serving in Dockyard tugs and craft.

(*d*) Men on the Established List of one of H.M. Naval Establishments. (*See also* Article 258, clause 7).

(*e*) Indentured apprentices, except with the written consent of their masters.

(*f*) Artificers and Artisans employed by firms carrying out Government work, who are certified by their employer as being required to carry out work of national importance in war time.

(*g*) Persons dismissed or discharged from any other of H.M. Services, for misconduct, or on account of physical unfitness, without the special sanction of the Admiral Commanding.

(*h*) Men in receipt of a pension from the State, whether temporary or permanent, on account of disability or injury.

(*i*) Men serving in any of the Police Forces.

(*j*) Men of coloured race.

2. Care must be taken to avoid interference with recruiting for the Royal Naval Reserve.

33. Medical Examination.—Every candidate must pass a Medical Examination. The standards required are shown in Appendix VI.

2. This examination is, whenever possible, to be carried out by a qualified medical officer, R.N.V.R., or by a final medical examining officer within his normal hours at a recruiting office. Where this course is impracticable, the services of a surgeon and agent, a private practitioner, or a final medical examining officer *outside* his normal working hours may be employed, the fee being paid and brought to account as directed in Article 306.

3. It is a condition of service in the R.N.V.R. that men shall have been vaccinated, and that they shall consent to be re-vaccinated or inoculated if considered necessary.

34. Age for Entry.—The age limits for entry in the various ratings are shown in Appendix II.

2. To ensure that the actual date of birth of every candidate is recorded, Commanding Officers are to call upon candidates to produce their birth certificates.

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When it is impossible to obtain a certificate, Commanding Officers are to obtain the particulars required by applying, on Birth Form "A," to :—

ENGLAND : The Registrar-General,
General Register Office,
Somerset House, London, W.C.2 ;

SCOTLAND : The Registrar-General,
General Registry Office of Births, &c.,
New Register House,
Edinburgh,

who will verify the particulars gratuitously.

IRELAND : The records of births which were registered in Northern Ireland prior to 1st January, 1922, are still in the custody of the Registrar-General, Dublin, who is unable to supply particulars free of charge. Candidates in Northern Ireland are to produce certificate of registry of birth, certificate of baptism, or other satisfactory proof of age.

3. Where the required particulars cannot be obtained (*e.g.*, men born out of the United Kingdom, men of illegitimate parentage, etc.), the candidate's papers are to be referred to the Admiral Commanding for decision.

4. The date of birth given by a man on entering the Naval Service, whether this be a true date or not, is adhered to for all official purposes other than marriage allowance, in connection with the award of which the true date of birth only is accepted. The procedure laid down in clause 2 above is therefore not necessary for candidates who have previously served in any Naval or Royal Marine Force.

5. When it is considered that the wrong date of birth of a man or boy has been recorded through no fault of his own (*e.g.*, through a clerical error), the circumstances may be reported to the Admiralty for special consideration.

35. Enrolment and Re-enrolment.—The period of the engagement is to be "not exceeding 4 years". For ratings entered under the age of 18, however, the engagement is to be for a period "not exceeding 4 years from the age of 18 in addition to such time as may be necessary before attaining that age."

2. The total period of any man's service on the active list of the R.N.V.R. is not to exceed five terms of four years, *i.e.*, 20 years in all, except in the case of C.P.O.s and P.O.s, when, in special circumstances only, extension may be made, at Admiralty discretion, to 24 years.

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3. On the completion of each period of four years' enrolment, men will, in order to continue in the Reserve, be required to re-enrol for a further period not exceeding 4 years.

4. Re-enrolment is in each case conditional upon the man's services being required, and subject to the man being in all respects an efficient volunteer, and to his previous record in the Reserve having been satisfactory.

The approval of the Admiral Commanding is to be obtained before re-enrolling any man in the seaman, signal or telegraphist branches who has not qualified in branch.

Men who have refused to be re-vaccinated or inoculated when called upon (Article 33, clause 3) are not to be re-enrolled.

5. When a man is re-enrolled after cessation of a disability pension, the Ministry of Pensions (if the pension was awarded by that Department) or the Director of Navy Accounts (if the pension was awarded by the Admiralty) is to be informed.

36. Official Numbers.—On entry every man and boy is to be allotted an "Official Number," which is to appertain to him throughout his R.N.V.R. career except as indicated in clause 3 or in the event of his transfer to another Division. His official number is to be specified against his name in the books, returns, and documents of his Division and of all ships in which he may be borne, and in all communications concerning him.

2. Official numbers are to be assigned in one numerical series, beginning with 1, at each Division, and the initial letters of the Division are always to precede the number and be regarded as an integral part thereof, as follows:—

Clyde Division	C.D/1 ; 2 ; 3 ; etc.
East Scottish Division ..	E.S.D/1 ; 2 ; 3 ; etc.
London Division	L.D/1 ; 2 ; 3 ; etc.
Mersey Division	M.D/1 ; 2 ; 3 ; etc.
Severn Division	B.D/1 ; 2 ; 3 ; etc.
Sussex Division	S.D/1 ; 2 ; 3 ; etc.
Tyne Division	T.D/1 ; 2 ; 3 ; etc.
Ulster Division	U.D/1 ; 2 ; 3 ; etc.

The numbering is to be consecutive throughout the Division.

3. The letter "X" is to be inserted between the initial letters indicating the Division and the number (*e.g.*, BD/X534 ; CD/X768, etc.) in the case of all men entered, or re-entered, or re-enrolled after a break in service, or transferred to the Artificer, Shipwright, or Artisan branches (excluding transfers from one Artificer branch to another) on or after 5th October, 1925.

4. An official number that has been allotted to a rating who has been discharged from the Division is not to be re-allotted to a new

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entrant, but is to remain unused. A new series of numbers is, however, to be commenced when the last number of a four-figure series has been used (*i.e.*, after No. 9999 has been allotted).

37. Allocation to Sub-Division.—Each rating on joining is to be attached to a Sub-Division.

2. A rating may be transferred from one sub-Division to another, with the approval of the Commanding Officer of the Division.

38. Change of Division.—A rating may be transferred from one Division to another, with the consent of the Commanding Officers of both Divisions.

39. Record of Addresses.—Each sub-Divisional officer is to see that an accurate register is kept of the addresses of the men in his sub-Division.

2. Any rating changing his address is to inform his sub-Divisional Officer of the new address immediately.

40. Advancement.—The general principle governing the qualifications for advancement of R.N.V.R. ratings is that, as far as possible, the same standard of knowledge and ability will be required of them as of similar R.N. ratings.

The detailed qualifications required are shown in Appendix II.

2. Subject to the Establishment numbers not being exceeded, the Admiral Commanding is, however, authorised to advance men of all branches who may not fulfil all the requirements laid down, but who are brought to his notice as having exceptional qualifications, and who, if rated, would compare favourably with similar R.N. ratings.

3. Commanding Officers of Divisions at their discretion may waive any of the educational tests imposed as a condition for advancement, including that to Warrant Rank.

4. Except as shown in Clause 6 to 8 all men may be advanced in rating by the Commanding Officer of their Division, subject, where applicable, to vacancies in the establishment and provided the ratings concerned have fulfilled all the requirements and are considered suitable for higher rating.

5. The advancement of Seamen ratings is by selection and, other qualifications being equal, preference should be given to those with a good power of command.

6. The approval of the Admiral Commanding is required for advancement to Chief Petty Officer.

7. Writer ratings will be advanced in vacancies from a roster kept by the Admiral Commanding. The names of such ratings who

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are in all respects eligible and recommended for immediate advancement are to be reported to the Admiral Commanding on 1st January and 1st July each year on Form R.N.V. 22, those who are strongly recommended being distinguished in red ink.

8. Promotion to Boatswain, Signal Boatswain and Warrant Telegraphist will be made by the Admiralty.

41. Advancement to Leading and Petty Officers Rating in the Seaman, Signal and Telegraphist Branches.—Advancement to these ratings is to be on an " acting " basis for a minimum period of one year, during which the rating is to be regarded as on probation. At the end of this probationary period the rating may, at the discretion of the Commanding Officer, be confirmed, required to serve further probationary time, or reverted for unsuitability.

2. Acting ratings may also be ordered to revert before the expiration of the one year probationary period, but, except for misconduct, this is not to be done without the approval of the Admiral Commanding, to whom the circumstances should be fully reported.

3. Ratings disrated for misconduct or reverted for unsuitability and subsequently re-advanced, will be subject to the provisions of this Article without regard to their previous service as " Acting " petty officers or leading rates.

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CHAPTER V

UNIFORM AND KIT.

SECTION I.

Officers.

50. Description of Uniform.—The uniform of R.N.V.R. officers is the same in all respects as that of officers of corresponding rank and branch of the Royal Navy, with the following exceptions :—

(*a*) Instead of each distinctive stripe of gold lace round the sleeves of the coat there is a waved line of three-eighths inch gold lace. (The half stripe, however, is a straight line of one-eighth inch gold lace).

(*b*) The edges of the coloured cloth worn by Non-Executive Officers are waved to follow the curves of the lace. When there is more than one stripe of distinction lace the coloured cloth fills the space between the stripes.

(*c*) The white turnback and notched hole of white twist for Midshipmen are replaced by a maroon turnback and notched hole of maroon twist.

(*d*) Midshipmen and Probationary Midshipmen wear the Mess Jacket instead of the Round Jacket.

(*e*) Officers of the Special Branch wear distinction cloth of emerald green.

2. R.N.V.R. Chaplains when officiating at Naval (including Royal Naval Reserve and R.N.V.R.), Military or Royal Air Force Services may wear the scarf authorised to be worn by Chaplains of the Royal Navy with the addition of the letters R.N.V.R. in gold letters, $\frac{3}{4}$ inch in height, below the badge.

3. Cap Covers are to be worn in home waters from 1st May to 30th September, and abroad as ordered by the Senior Naval Officer.

51. Uniform Required.—Officers undergoing naval training will be required to have the following uniform :—

No. 4 and No. 5	Frock Coat and Undress.	Frock Coat. Undress Coat (Monkey Jacket). Morning Waistcoat. (Midshipmen only). Trousers, plain, blue. White Trousers (during the summer months). Cap (and cap covers from 1st May—30th September). Sword (Dirk for Midshipmen) and undress belt.

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No. 7	Mess Undress.	Jacket. Evening Waistcoat (blue). Plain Blue Trousers.

NOTE.—Probationary Officers and Officers below the rank of Acting Sub-Lieutenant will not be required to have frock coats.

2. The following articles should also, as a general rule, be provided by Executive Officers when embarking in H.M. Ships :—

Uniform Greatcoat or Watch Coat
Oilskin or Waterproof Coat
Sea Boots

3. Officers attending courses in Gunnery or Torpedo Schools will wear white sweaters and white flannel trousers when under instruction.

4. Chaplains will wear the same dress as Chaplains, R.N. except that a tall black silk hat and the articles ordered for wear as full dress or ball dress will not be required (*see also* Article 50, clause 2).

5. Uniform Allowances will be paid under the conditions shewn in Article 181.

52. Occasions of Wearing Uniform.—Officers will wear the uniform of their rank when borne on ship's books for service or training in H.M. ships and establishments, when engaged in Divisional duties, and on State and other occasions of ceremony within the British Empire.

2. Officers on the *Active* List will, in addition, be permitted to wear the uniform of their rank when attending reviews, public balls or entertainments given by Naval or Military Authorities or by Civil Functionaries, or when attending functions in H.M. Ships or establishments or on other occasions when uniform is being worn at official entertainments, including those given by Territorial Units or in R.N.V.R. drill ships or shore establishments.

3. Officers on the *Retired* List will be permitted to wear the uniform of their rank within the British Empire on State and other occasions of ceremony only.

4. When worn, uniform must be that which is appropriate to the occasion. General regulations regarding the wearing of uniform, patterns, etc., are contained in the Appendix to the Navy List.

5. If the propriety of wearing uniform on any particular occasion is in doubt, the matter should be represented to the Admiral Commanding, by whom it will be referred to the Admiralty for decision, if necessary.

53. Purchase from Admiralty Stocks.—Officers are permitted to purchase articles of clothing, for wear when in uniform, from

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Admiralty stocks through their Division, and applications for such articles of clothing are to be forwarded through the Accountant Officer of the Division.

2. All purchases must be limited strictly to personal requirements for wear with uniform. Commanding Officers are responsible that this privilege is not abused.

3. No stocks of officers' clothing are to be kept by Divisions, but the quantities required for actual issue should be demanded by the Accountant Officer periodically, say monthly, from the Royal Clarence Yard, Gosport. Casual demands should be avoided so far as possible. Full particulars of the sizes required should be furnished on the demands.

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SECTION II.

Ratings.

56. Description of Uniform.—The uniform is to be of the same pattern as for ratings of the Royal Navy, with the following exceptions :—

(*a*) Men not dressed as Seamen are to wear a " R.N.V.R." ½-inch in height on the left sleeve of the coat, the bottom of the " R.N.V.R." to be 4 inches above the bottom of the sleeve ; gold on cloth, red on serge, and blue on white coats.

(*b*) Men dressed as Seamen are to wear a " R.N.V.R." ½-inch in height on the left sleeve of the jumber, the bottom of the " R.N.V.R." to be 4 inches above the bottom of the sleeve ; gold on No. 1 dress, red for other serge dresses, and blue for white dresses.

(*c*) All ratings are to wear a " R.N.V.R." ½-inch in height, on each side of the collar of the overcoat ; gold for Chief Petty Officers and confirmed Petty Officers of one year's seniority dressed in Class III uniform, and red for the remainder.

(*d*) The cap ribbon is to be of Admiralty pattern approved for the R.N.V.R. bearing the name of the Division, but ratings belonging to the Severn Division will wear cap ribbons " R.N.V.R. Bristol." (*See* Articles 97 and 167, clause 4).

(*e*) The distinguishing badge for Chief Motor Mechanics will be a two-bladed propeller with stars above and below the boss and a crown above the upper star. The badge for Motor Mechanics will be the same, but with the stars only.

(*f*) R.N.V.R. Bands are not to appear in uniform for any purpose without the consent of the Commanding Officer of the Division or Outlying Unit.

Band ratings are to wear the uniform laid down in Appendix VII. All ratings are to wear a badge representing a harp on each side of the collar and, in addition :—

Bandmaster (C.P.O.).—Badge representing a harp surrounded by oak leaves on lower half of right sleeve.

Assistant Bandmaster (P.O.).—Petty Officer's badge on left arm, midway between the elbow and the point of the shoulder.

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Band Corporal (L.S.).—Leading Seaman's badge on left arm, midway between the elbow and the point of the shoulder.

2. R.N.V.R. ratings will wear the badge of any non-substantive rating for which they may qualify from time to time in accordance with the provisions of Article 134.

3. Good Shooting Badges will only be worn during the year in which a rating qualified as a marksman, under the same regulations as for the Royal Navy. Should a rating fail in any subsequent year to requalify, he is to cease to wear the badge until he requalifies.

4. Buglers are to wear a bugle badge when qualified.

5. Ratings are not to appear partly in uniform and partly in civilian dress.

57. Issue and Maintenance of Kit. FIRST ISSUES.—Every R.N.V.R. rating on first enrolment in peace time for 4 years' service will be supplied free of charge with the kit of his rating as shown in Appendix VII, except white clothing which will not be issued until he is drafted for his first sea training or on mobilisation. The instructions regarding kit on mobilisation are given in Article 167.

All articles are to be clearly marked before issue. A set of type for this purpose is supplied to each Division and Outlying Unit. An additional set may be demanded if required.

2. ISSUES ON RE-ENROLMENT.—On each re-enrolment for a further period of 4 years, ratings will have their kits surveyed by the Accountant Officer of the Division and brought up to the requisite complete outfit by the free issue of the necessary articles to replace those found unserviceable.

3. EXTRA ISSUES.—An extra serge suit may be supplied free of charge, at the discretion of the Commanding Officer, to ratings who are in their third or fourth year of their current enrolment, or who have completed during their current enrolment an aggregate of 28 days' training.

An extra pair of boots may be supplied free of charge, at the discretion of the Commanding Officer, to men who, having already performed 28 days' training in the aggregate during an enrolment, volunteer for a further period of training during the same enrolment.

Not more than one extra suit and/or pair of boots may be issued free of charge to any man in the same period of enrolment, and no extra issue is to be made unless considered necessary by the Commanding Officer of the Division after inspection of the man's kit.

4. ISSUES ON ADVANCEMENT.—Men advanced to a higher rating will be supplied gratuitously on advancement with the articles of kit of that rating which were not comprised in their former kit.

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When a Petty Officer dressed as seaman is confirmed, Class III uniform will only be issued provided that :

(*a*) he is not within 3 years of completing his maximum service (*i.e.*, 20 years, *see* Article 35, clause 2), and

(*b*) if he is within 18 months of completing his current period of enrolment, he signs an undertaking to re-enrol.

The above also applies to the supply of extra items of uniform (*i.e.*, gilt buttons and Pattern 49 cap badge) to Petty Officers not dressed as seamen on attaining one year's seniority and being confirmed.

Any items of their former kit which the men will not wear in their new rating are to be withdrawn and dealt with as laid down in Article 58, para. (*a*).

5. REPAIRS AND ALTERATIONS.—Uniform boots may be repaired at the Government expense if considered necessary and justified by the Commanding Officer of the Division, after a man has completed 50 actual drills in uniform in any one bounty year.

Local arrangements may be made to effect minor alterations to uniform clothing, the cost being met from the Divisional Contingent Fund.

6. MAINTENANCE.—Except as provided above, every rating will be required to maintain his kit at his own expense, but the kit shown in Appendix VII will remain the property of the Crown until the rating leaves the Reserve, when it is to be dealt with as in Article 58.

7. ISSUES ON REPAYMENT.—Ratings are permitted to purchase at the current service issuing prices from Admiralty stocks, through their Divisions, articles of Seamen's clothing not included in the free kit, *e.g.*, shoes, overcoats, etc., and also stock items required for the maintenance of their kits, provided that the articles are necessary and required for their personal use.

58. Disposal of Kit on Discharge.—Except as indicated at (*a*), (*b*) and (*c*) below, men will, on final discharge from the Reserve, be permitted to retain their kits.

(*a*) The kits of men who leave the Reserve prior to the completion of 4 years' efficient service, or who are discharged for misconduct, are to be withdrawn and either sold within the Division (the proceeds of the sale being credited to the Crown) or returned to the Royal Victoria Yard. Such men are, in addition, to be charged with the value of any article missing from their kit, or for any deterioration of their kit not due to fair wear and tear. Articles of kit withdrawn are to be debited in the Clothing Account and credit taken therein when they

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are disposed of either by sale or by return to the Victualling Yard.

(*b*) The kits of men discharged dead prior to the completion of 4 years' efficient service are to be dealt with as laid down in (*a*) above, except that, when death occurs whilst a man is undergoing training, the articles comprised in his R.N.V.R. kit (*see* Appendix VII) should be sold on board ship for the benefit of the Crown, any other articles being disposed of in accordance with K.R. and A.I. Article 1769, as in the case of ratings of the Royal Navy.

(*c*) The kits of men discharged for misconduct whilst mobilised are to be dealt with as laid down in K.R. & A.I. Article 1597. The period of two years referred to therein is to be reckoned from the date the men are mobilised and the amount to be charged is the value of the full regulation kit of the corresponding rating R.N. *excluding* Bedding. Bedding, which is supplied to all Reservists on loan, should be withdrawn and returned to store.

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CHAPTER VI.

INSTRUCTION AT DIVISIONS.

65. Outline of Instruction.—The training of R.N.V.R. Seamen is to comprise drills with guns and rifles used in the Royal Navy, with such firing practice from the above weapons as is found practicable; torpedo and mining instruction, company drill and sufficient battalion movements to enable the men to take part in parades with other forces; seamanship (*see* Article 151, clause 1 (*a*)); signalling and wireless telegraphy, together with such drills and instructions as the Admiralty may from time to time direct.

2. Signal and W/T ratings will not be required to attend instruction other than in signals or W/T and boat exercises. Their instruction is to be devoted to preparing them for the examination for their next non-substantive rate.

3. Writers, Artificers, Artisans and Motor Mechanics are to be trained as shown in Article 68, clause 1 (*b*).

4. The Civilian Writer borne on the permanent staff of the Division is to give theoretical instruction, amplified whenever possible by practical illustration, in K.R. & A.I. Chapters XXIII, XLIV, XLV, XLVI, XLVII, XLVIII and XLIX to Writer Ratings.

66. Drills.—A drill consists of one hour's instruction in gunnery, anti-gas, torpedo, seamanship, mining, W/T or signals, or, for Artificers, Artisans, Motor Mechanics and Writers, work and instruction appropriate to their rating. Boat exercises and ceremonial parades of over two hours' duration count as two drills. Two drills but not more, may be performed in any one day.

2. All drills are to be carried out by the Chief Petty Officer Instructors under the Officer Instructor.

3. In the first enrolment, and on completion of a total of 42 days, naval training in the second and subsequent enrolments, voluntary training will count as two drills for each day of training performed, except for Bounty purposes (*see* Article 195, clause 2).

Obligatory Naval training will not count as drill.

4. Embarkation for Naval Training, when not borne for pay, will count as two drills for each day of training performed, except for Bounty purposes (*see* Article 195, clause 2).

67. Officers, Qualification as "Efficient."—All Officers on List I. are required to qualify or requalify as "efficient" at Divisional Headquarters or Outlying Units in each year of their service.

The year is reckoned from the date of entry in the case of probationary officers and from the date of promotion for other officers.

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In order to qualify as " Efficient " they must fulfil the following conditions :—

(*a*) *Executive Officers.*—Carry out 40 drills in their first year and 24 in each subsequent year.

Satisfy the Officer Instructor that they—

(i) Are able to row in and take charge of a Service boat.

(ii) Have a good knowledge of all branches of seamanship taught at Divisions.

(iii) Have a good knowledge of elementary navigation taught at Divisions.

(iv) Possess a good knowledge of squad drill with arms, platoon, company and battalion drill.

(v) Are able to take charge of and instruct a crew at any of the guns at the Division.

(vi) Are able to send and take in semaphore and morse by day, and possess a knowledge of naval signalling flags and their meaning.

(vii) Possess a good knowledge of anti-gas drill.

(viii) Have attended the Annual Inspection, unless specially exempted.

(*b*) *Other Officers on List I.* are not required to attend drills but must obtain a certificate from their Commanding Officer to the effect that they satisfactorily perform the duties of their appointment.

2. A notation is to be made in the Officer Instructor's Diary when an officer qualifies or requalifies as " Efficient."

3. Officers on List II are not required to qualify as " Efficient " but should be encouraged to attend lectures etc., at their Division.

68. Ratings—Qualification as " Efficient."—All ratings on List I are required to qualify or requalify as " Efficient " at Divisional Headquarters or Outlying Units. in each year of their service, not later than 31st October.

In order to qualify or requalify as " Efficient " they must enrol on or before 30th June and fulfil the following conditions :—

(*a*) *Seamen, Signalmen and Telegraphists.*—Carry out 40 drills before 31st October of the year in which they join, and 24 in each subsequent year. During their first period of enrolment, ratings must also complete at least 14 days' naval training in the first year and a further 28 days' naval training not later than the last year of the enrolment, except when special exemption is granted under Article 131.

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Satisfy the Officer Instructor that they—

(i) Are able to row in a Service boat.
(ii) Have a good knowledge of all branches of seamanship taught at Divisions.
(iii) Possess a good knowledge of rifle and squad drill.
(iv) Are able to take any man's part (except No. 1) at any of the guns at the Division. (Not applicable to Torpedo, Signal or W/T ratings after allocation to those branches).
(v) Are able to send and take in semaphore and morse by day. (A knowledge of morse is not required in the case of Ordinary or Able Seamen).
(vi) Possess a good knowledge of anti-gas drill.
(vii) Have attended Annual Inspection, unless specially exempted under Article 70.

(*b*) *Other Ratings on List I.*—Perform drills and obligatory training as laid down above for seamen, signalmen and telegraphists, subject to exemption in special cases as laid down in Article 131.

During their first year of service they will perform drills as for Ordinary Seamen and they must be able to take part in all naval and other competitions, ceremonies, etc. In subsequent years, drills will be performed by means of lectures, instructions in models, etc., and work and instruction appropriate to their rating.

They must also have attended Annual Inspection, unless specially exempted under Article 70.

2. A notation is to be made in the proper column of the man's Service Certificate (Form R.N.V. 10) when he qualifies or requalifies as " Efficient."

3. Ratings on List II are not required to qualify as " Efficient " but should be encouraged to attend lectures, etc., at their Division.

4. On 15th November each year, a return is to be forwarded to the Admiral Commanding showing separately for Headquarters and Outlying Units for the drill year ended 31st October :

(*a*) Number of ratings qualified as " Efficient."
(*b*) Numbers not so qualified although they should have done so.
(*c*) Numbers enrolled after 30th June who have not so qualified.
(*d*) Total number of ratings borne on List I on 31st October. This number should agree with totals of (*a*), (*b*) and (*c*).

69. Failure of Ratings to Qualify as " Efficient."—If any rating fails to qualify as " Efficient " the Commanding Officer of the

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Division is empowered to inflict a fine, the amount of which shall not exceed 21*s.*, for any such year in which a rating shall fail to qualify. All such fines shall (without prejudice to any other remedy) be recoverable upon proceedings taken by the Commanding Officer of his Division in the manner prescribed by Section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and any Act amending the same (*see* Articles 301 and 302 for instructions regarding mode of bringing to account).

70. Exemption from Attendance at Annual Inspection.—If exemption from attendance at the annual inspection is desired an application for leave of absence must be made in writing to the Commanding Officer, and must state the precise reasons for making it, a Medical Certificate being attached in case of sickness.

2. Ratings who are enrolled before 1st July in any year, but subsequent to the Inspection, may, however, qualify as " Efficient " for that year, if they otherwise satisfy the conditions laid down in Article 68.

3. Similarly, ratings who may be permitted to join any of the forces of the Crown shall be considered as " Efficient," notwithstanding that they may have been discharged from the R.N.V.R. before the Annual Inspection, provided that they have otherwise satisfied the conditions laid down in Article 68.

71. Swimming Instruction.—On entry in the R.N.V.R. each recruit is to be examined by an officer of the Division as to his ability to swim.

2. There are two tests of ability to swim, namely :—

Provisional Test.—To be carried out in a swimming bath, shallow water or suitable swimming pool.

Standard Test.—To be carried out in the open sea.

The " Provisional Test " is always to be carried out before the " Standard Test " is attempted.

In each case, in order to pass the test, every man is to swim 40 yards in a duck suit, after which he is to be able to keep himself afloat for three minutes.

A few duck suits are to be retained for the purpose of these tests, from kits withdrawn under Article 58, para. (*a*).

3. Qualifications are to be awarded as a result of the tests as follows :—

" Fair," *i.e.*, only just managed to pass and requires more practice.

" Good," *i.e.*, an average swimmer.

" V.G." *i.e.*, a strong swimmer.

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Notations are to be made on Service Certificates as follows :—

" P.P.T." (Passed Provisional Test), followed by qualification and date ; or

" P.S.T." (Passed Standard Test), followed by qualification and date ; or

" Cannot Swim," and date.

Notations are to be signed (not initialled) by a commissioned officer.

4. Where no other facilities exist for carrying out the Provisional Test, the local public swimming baths are to be used, the charges for the admission of the officer and recruit being paid from Naval funds.

5. No further expenditure is to be incurred in respect of men who satisfactorily pass the Provisional Test, but men who are found unable to swim are to be given instruction in swimming by the Divisional Instructional Staff, any charges for admission to public swimming baths for this purpose being paid from Naval funds.

6. Public swimming baths are not to be reserved for instructional purposes without prior Admiralty approval being obtained.

7. Men should be encouraged to qualify in the Standard Test when they are afloat for training.

Where opportunities occur at Divisions for access to the open sea and deep water, the P.S.T. qualification may be granted after examination by a responsible officer.

8. All officers should be encouraged to pass the swimming tests and to maintain their proficiency in swimming.

9. Commanding Officers of Divisions are to render to the Admiral Commanding a quarterly return of progress in swimming on Form R.N.V. 3 (in duplicate). A separate return is to be forwarded for each Outlying Unit.

72. Anti-Gas Instruction.—Lectures in anti-gas measures and training in drill are to be given to all R.N.V.R. Officers and ratings at their Divisions (*see also* Article 154).

2. Attention is drawn to the necessity of disinfecting respirators after use (O.U. 5427, para. 48).

73. Instruction in Boat-Sailing.—Boats, when being used by Volunteers for the purpose of instruction under sail, are not to carry more than the following extra ratings in addition to the boat's proper crew :—

Cutters	1 instructor and 2 men.
Gigs and whalers	1 instructor and 1 man.

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74. Rifle Practice.—When ranges are available and circumstances permit, ratings should carry out the course laid down for R.N. ratings in the R.N. Handbook of Musketry and Pistol Practices, B.R. 161, up to but not including the standard practices, fifty rounds of ammunition per man being allowed.

2. Those who, in this preliminary course, display ability as rifle shots, may, at the discretion of the Officer in charge of the practice, complete the standard practice. The unexpended authorised allowance of ammunition for the preliminary course should be utilised for the standard practices and additional ammunition may be used if necessary. Those who obtain a total of 75 points in the standard practices become eligible for the award of good shooting badges.

3. Where it is not practicable owing to lack of targets to carry out firing at all the ranges necessary under the Service conditions in order to pass out of the 3rd class stage, the 3rd class standard may be considered as being exceeded when at least five-fourteenths of the possible marks are obtained at a minimum of four ranges.

4. Rifle or pistol firing is not to be carried out except under the personal supervision of a R.N.V.R. officer qualified for this duty or of a Chief Petty Officer Instructor.

5. On conclusion of firing all arms are to be examined, and all unexpended ammunition is to be collected and placed in a metal or leather case for conveyance to the Division.

6. Returns on Form S. 290 are to be rendered to the Admiral Commanding on 31st October in each year.

When no firing has taken place during the year, "blank" returns are to be rendered on 31st October, giving the reason.

75. Lewis Gun Firings.—When ranges are available and circumstances permit, Lewis Gun firings are to be carried out by such Executive Officers as may be required to assist in the instruction of Lewis Gunners and by specially selected seaman ratings only. The instructions in the "Royal Naval Handbook of Musketry and Pistol Practices for H.M. Fleet" are to be taken as a general guide.

2. Seaman ratings who show ability as Lewis Gunners should carry out Lewis Gun practice annually.

3. Annual reports of the numbers of Officers and ratings who have carried out the various practices, and the results obtained are to be forwarded on form S. 293 on 31st October in each year.

76. Use of Military Rifle Ranges.—When practice is carried out on Military Rifle Ranges a return is to be rendered on 1st April in each year, showing the dates on which the ranges were used and the number of rounds fired daily.

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2. Payments for the use of Military Rifle Ranges are to be made from Divisional Contingent Funds on receipt of claims from the Director of Navy Accounts. In the case of Territorial Army Ranges these payments are to be made to the War Office ; in all other cases payments are to be made to the District Paymaster of the Military Command in which the R.N.V.R. Division is situated.

77. Gunnery Practice.—No firing practice with guns including field guns, is to be carried out except under the personal superintendence of an Officer Instructor or of an officer of the Royal Navy, unless a relaxation of this rule has been specially sanctioned by the Admiralty.

78. Visits to Divisions by Technical Officers.—Divisions and Outlying Units will be visited annually by the Signal officers on the staff of the Admiral Commanding and Gunnery and Torpedo Specialist officers as follows :—

Division (including Outlying Unit)	*Gunnery officer from H.M. Gunnery School.*	*Torpedo officer from H.M. Torpedo School.*
Clyde	Chatham	Devonport
East Scottish	Chatham	Portsmouth
London	Portsmouth	Portsmouth
Mersey	Devonport	Devonport
Severn	Devonport	Devonport
Sussex	Portsmouth	Portsmouth
Tyne	Chatham	Portsmouth
Ulster	Devonport	Devonport

2. These officers will report, through the service channels, to the Admiral Commanding on the efficacy of the instruction given and the suitability of the instructional apparatus.

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CHAPTER VII.

NAVAL TRAINING.

SECTION I.

General.

85. Embarkation for Training.—Embarkation for sea training will be arranged at any time officers and men are available, but applications for training during Home Fleet leave periods and during the absence from the United Kingdom of the Home Fleet are to be restricted to officers and men who are unable to obtain leave from their civil employment at any other times, Forms R.N.V. 16 being endorsed accordingly.

2. No rating is to embark unless he is 18 years of age, is medically fit (*see* clause 8), and, if he is on List I and in his first year of service, has performed 40 drills.

3. As a general rule training will be performed in home waters, but officers who wish to perform Naval training in ships abroad may do so subject to Admiralty approval in each case, provided that they are willing, when passage in H.M. Ships is not available, to bear their own travelling and subsistence expenses outside the United Kingdom. A certificate, to the effect that the officer is prepared to do this and to pay for his passage out and home, if necessary, is to be signed by each officer applying for permission to perform training abroad and is to be attached to the application.

Officers granted leave abroad under Article 231, clause 4, who intend to return to the United Kingdom at the expiration of their leave, may be appointed for Naval training in H.M. Ships and Establishments abroad, but travelling expenses in excess of £5 must be paid by the applicant.

4. The commencing dates of the various courses will be promulgated by the Admiral Commanding.

5. Applications for training are to be made on Form R.N.V. 16 in triplicate, which is to reach the Admiral Commanding at least ten days before the training is due to commence.

Forms R.N.V. 16 in respect of officers or men liable to smallpox area precautions (Article 91) are to be clearly distinguished and should bear a notation that the necessary evidence of vaccination or revaccination has been produced.

A notation " Defective Colour Vision " is to be made on Form R.N.V. 16 in respect of Seamen and Signal ratings suffering from defective colour vision (*see* App. VI Pt. I. (*e*)).

6. Applications for training for officers are to be forwarded separately and only one name is to be included on each form.

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Separate forms are to be used for ratings commencing training on different dates and for those nominated for different periods or types of training. In addition, separate forms are to be used for each of the following classes of ratings :—

I. Seamen ratings (except V/S and W/T Candidates).
II. V/S and W/T Candidates.
III. Signal and Telegraphist ratings.
IV. Artisans, Artificers, and Motor Mechanics (separate forms for each applicant).
V. Writers.

7. On receipt of Forms R.N.V. 16 the Admiral Commanding will insert details of the appropriation for training and send copies to the R.N.V.R. Division and the ship or establishment concerned. The copy sent to the ship or establishment is to be forwarded eventually to the Director of Navy Accounts as an enclosure to the ledger ; if the accounts for the ship concerned are not carried out on board, the copy is to be forwarded after notation, to the depot or ship in which the accounts are carried.

8. As near the date of embarkation as possible, all ratings are to be medically examined by a medical officer, R.N.V.R. or other medical officer as directed for the examination of recruits (*see* Article 33, clause 2).

9. Twenty-four hours before the embarkation is due, the Commanding Officer of the Division is to telegraph to the Commanding Officer of the ship the time and railway station of arrival of the officers or ratings, and whether they are liable to smallpox area precautions.

This information is required to prevent mistakes through a ship's unexpected sailing and, in the case of Naval Establishments, to allow arrangements for conveyance of baggage to be made.

10. A special report is to be rendered to the Admiral Commanding and the Commanding Officer of the ship concerned, giving the names of ranks and ratings appropriated who are subsequently unable to embark.

11. Separate lists of men who wish to qualify for higher rating are also to be forwarded to each ship concerned for the information of the Commanding Officer.

86. National Insurance.—Officers and men who are insured for National Health and/or Unemployment in civil life are to take their Insurance Cards and Unemployment Books with them when embarking for training and on mobilisation.

87. Extension of Training.—If an officer or man desires an extension of training beyond that authorised, the approval of the

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Admiral Commanding is to be requested by the ship or establishment concerned.

The particulars of the period and authority for the extension are to be inserted in the " Remarks " column of the ledger of the ship or establishment concerned.

88. Disembarkation from Training.—The period of training authorised on Form R.N.V. 16 is to be calculated as commencing on the date of appearance whether the officer or man is victualled or not on that day.

2. Officers and men are, so far as practicable, to be disembarked in sufficient time to enable them to reach their Divisions or homes on the last day of the authorised period of training, due regard being paid to train times and connections to ensure that the maximum amount of actual training is performed.

3. If, unavoidably, when a ship proceeds to sea, or owing to other exigencies of the service, it is not possible to discharge any officer or man on the correct date, he may be discharged to another ship to complete training or retained in the same ship for a longer period.

If retained, particulars of the period of retention and the authority are to be inserted in the " Remarks " column of the ledger (*see* Article 177, clause 3 as regards pay).

4. If, owing to sickness or injury, it is not possible to discharge an officer or man on the correct date, pay, etc., is to be governed by Articles 187 and 188.

5. No officer or man is to be discharged to the shore at his own request before the completion of the period for which he is authorised to be borne, except with the approval of the Admiral Commanding, or in urgent cases, of the Senior Naval Officer present, on production of satisfactory evidence of urgent private affairs. Officers and men so discharged will not receive pay or victuals for the period of their absence from training, and their travelling and subsistence expenses will be governed by Article 211, clause 2. (*See* Article 179, clause 2, in regard to men undergoing training for periods of three weeks or less).

89. Unsatisfactory Reports after Training.—Commanding Officers of Divisions are to report to the Admiral Commanding the names of any ratings who on disembarkation receive unsatisfactory reports, or have been given character or efficiency assessments below " Very Good " or " Moderate " respectively.

These reports should state whether discharge from the R.N.V.R. is recommended.

90. Discharge—Medically Unfit.—Any officer or man found while embarked to be permanently unfit for service in the Reserve is to

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be sent to his home, if possible on the day he is found unfit. The facts are to be reported by the Commanding Officer of the ship or establishment to the Admiral Commanding, accompanied by a report from the Medical Officer.

91. Smallpox Precautions.—Officers and men who have resided in an area infected with smallpox within a period of one month previous to the date on which they desire to commence training, are not to be permitted to proceed for training unless they produce evidence that they have been vaccinated not more than five years and not less than three weeks before the commencement of training (*see also* clause 3).

A list of infected areas is published from time to time in Admiralty Fleet Orders.

If evidence of vaccination within a period of five years cannot be produced, such officers and men are to be required to undergo re-vaccination before they are allowed to proceed for training.

2. On arrival in H.M. Ships or Naval Establishments their clothes and effects are to be disinfected, and they are to be kept under daily medical observation for the first 14 days of their training.

3. As arrangements for disinfection and observation are practicable only in depots or large ships, any officers or men concerned who are due to embark in small ships unable to carry out the arrangements in clause 2, are to be despatched first to a depot for disinfection.

92. Travelling Arrangements.—Drafts of R.N.V.R. ratings proceeding to ports of embarkation are to be in charge of a responsible person, normally the senior rating of the draft. Commanding Officers of Divisions are, however, to use their discretion in this matter, the following scale being used as a guide :—

Strength of Draft.	*To be in Charge of.*
15 and under ..	The senior rating of the draft.
15 to 30 ..	An experienced Leading Seaman or Petty Officer, R.N.V.R., if one is included in draft, otherwise a Chief Petty Officer Instructor.
Above 30 ..	Arrangements as considered necessary by the Commanding Officer.

2. All personnel proceeding to the same destination on disembarkation should be placed under the charge of the Senior Officer or Petty Officer of the party.

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3. The regulations concerning travelling expenses are contained in Article 211. Attention is particularly called to clause 3 of that article concerning night travelling.

93. Watch Coats for Ratings Travelling in Winter.—When R.N.V.R. ratings are sent to join ships during the winter months, the Commanding Officer of their Division is authorised, at his discretion, to demand from the Royal Victoria Yard, Deptford, a Watch Coat for each man travelling, the names and ratings of the men concerned and the ships to which they are going being stated on the demand.

2. The coats will be sent to the Division demanding them, but will be invoiced direct to the ships to which the men are proceeding, and the men should be directed to hand them over to the Accountant Officer on arrival on board.

3. Temporary receipts should be obtained from ratings to whom the coats are issued, but the coats should not be taken on charge in the Victualling Store account of the Division.

4. Similar loan issues should be authorised for the homeward journey by the Commanding Officer of the ship in which they are embarked, if considered necessary, and any coats supplied should be invoiced by the ship to the Royal Victoria Yard, Deptford, the names and ratings of the men to whom issues have been made being stated on the invoice. A copy of the invoice is to be sent for information to the Commanding Officer of the Division, who is to arrange for the collection of the coats and their return to the Royal Victoria Yard, Deptford. The coats should not be taken on charge in Victualling Store accounts of the Division.

94. Messing.—When officers and men of the R.N.V.R. are embarked for service or training, they are to accommodate themselves to the berthing and messing arrangements usual for the Officers and men of the Royal Navy.

2. Gun Room Officers on reaching the age of 23 will mess in the Ward Room (*see* Article 178).

95. Discipline and Punishment under Training.—Officers and men will be borne on the books of H.M. ships and establishments for voluntary service, Naval training or for actual service, and while so borne will be subject to the Naval Discipline Act, being considered for the purposes of that Act in all respects as officers and men of H.M. Ships. They will be liable to do any duty applicable to their rank or rating for which they may be found competent, and for which they are required by the Commanding Officer of the ship or force to which they may be attached.

2. Any rating covered by clause 1, who shall commit any offence cognisable by the Naval Discipline Act shall be liable to

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summary punishment by the Commanding Officer in accordance with Naval Regulations; if, however, any offence be committed so shortly before the date of disembarkation from the ship that it cannot be dealt with under those Regulations, it shall be in the power of the Commanding Officer to inflict a fine not exceeding 40*s.* and in the case of non-payment, by stoppage of wages or otherwise, he shall forward a report to the Commanding Officer of the man's Division, with a view to recovery in the manner prescribed by Section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and any Act amending the same. (*See* Article 225, clause 2) and Articles 301 and 302, as to mode of bringing to account).

96. Loan of Bedding and Clothing.—Bedding, etc., shewn in the following list may be issued on loan to all officers undergoing training :—

Pattern.	Description.	Number.
	Bedding—	
19	Mattress, hair, 6 ft. by 2 ft. 2 in.	1
19A	Covers for	1
37	Pillows, hair	1
T. 334	,, feather	1
37A	,, covers for	4
5A	,, cases for	4
34	Sheets, white cotton	4
T. 324 or T. 362	Blankets, white	2
295	Counterpanes	1
	Washing requisites—	
733A	Lavatory fold up	1
4794	Washstands, receivers for	1
4793	Cans, water, for	1
815	Soap, dishes	1
816	,, covers for	1
817	,, drain for	1
17A	Bath sponge	1
101	Bottles, water	1
104	,, tumblers for	1

2. The following articles of marked bedding are to be supplied on loan to each man on board the ship or at the Naval Establishment in which he is accommodated for training :—

1 Hammock with lashing, clews and lanyard,
1 Bed
1 Blanket
1 Bed Cover.

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3. A blue overall suit may be issued on loan in H.M. Ships and Fleet Establishments to all ratings under training, except Signalmen, Telegraphists and Writers, when the wearing of overall suits is necessitated by the work on which they are employed. A second suit may be issued in exchange if circumstances require.

97. Cap Ribbons.—When R.N.V.R. ratings join one of H.M. Ships for training their R.N.V.R. cap ribbons are to be collected on arrival on board and a ribbon bearing the name of the ship is to be issued gratuitously to each rating. On completion of training the R.N.V.R. ribbons are to be re-issued.

The R.N.V.R. ribbon is to be worn while under training in shore establishments.

98. Clothing, Soap and Tobacco.—Officers and men embarked for training may take up clothing, soap and tobacco on repayment for their personal use only.

2. If on completion of training any officer or man wishes to land any tobacco in excess of the duty free allowance, arrangements should be made for the Customs authorities to collect the duty before he is disembarked.

3. The amount of tobacco so landed by any officer or man is not to exceed the total amount which he has been permitted to take up during his training.

99. Leave during Training—Officers.—Except as provided in clause 2, officers undergoing training are not normally to be granted long leave but, at the discretion of their Commanding Officer, they may be granted a few days' leave during recognised leave periods or in cases of urgency.

2. Midshipmen who are performing six months' training should be granted the usual leave given to other Gun Room Officers of the ship in which they are serving.

3. Officers granted leave under the above conditions may be continued on full pay for the periods of leave, and such periods will count as part of their training or temporary service. They will not, however, be entitled to any unexpended balance of leave on completion of the term of their appointments. Similarly officers borne in ships abroad will not be entitled to Foreign Service Leave on completion of their service. Officers who may return from abroad before completion of their service may, at the discretion of the Admiralty, be granted Foreign Service Leave, but such leave will not extend beyond the normal date of the completion of their service.

100. Leave During Training—Ratings.—Long leave is not to be granted to R.N.V.R. men under training except at Christmas, when

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the following leave may be given to men undergoing at least 42 days training :—

(*a*) All men	From Noon, 23rd December, to 0700, 27th December.
(*b*) Specially to men from Scotland and Ireland who do not complete training on 31st December.	Additional leave to enable them to reach home by p.m., 23rd December, and leave home p.m. 26th December.

2. Men living in Scotland and Ireland who complete their training on 31st December may be given the option of proceeding on leave in time to reach their homes by p.m., 27th December.

In such cases the men are to be finally medically examined before going on leave and paid up to 31st December, inclusive.

3. These arrangements are subject to any variation that the Senior Naval Officer present may see fit to make in order to meet local requirements.

4. Pay and leave allowance may be credited to men granted leave as above, but these emoluments must not be extended beyond the expiration of the period for which the men were embarked.

5. The usual short leave and short week-end leave may be granted to R.N.V.R. men serving in H.M. ships and naval establishments.

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SECTION II.

Training Authorised for Officers.

110. Obligatory Training.—R.N.V.R. Officers on the Active List are required to undergo the obligatory Naval training shewn in the following regulations. Unless otherwise stated (*e.g.*, Courses, etc.) officers will be appointed to H.M. Ships or to Shore Establishments at the discretion of the Admiral Commanding.

In exceptional circumstances the Admiralty have power to relax the rules respecting obligatory training. Applications for such relaxation should be made to the Admiral Commanding through Commanding Officers of Divisions, full reasons being stated.

111. Probationary Training.—The obligatory training to be performed by Probationary officers must be performed within two years of entry. (*See* Article 248, clause 3 (*a*)).

112. Training Periods.—The biennial training periods will commence on the date of promotion to Lieutenant or equivalent rank. In the case of Officers entered in the rank or equivalent rank of Probationary Lieutenant, periods will commence on date of entry, and the satisfactory completion of the obligatory training laid down for the probationary rank will be regarded as completion of training for the first biennial period.

The triennial training periods of Dental Officers will start from the date of commencement of the third year of service.

Once biennial or triennial periods have been commenced by an Officer, they will be adhered to throughout the remainder of his service irrespective of promotion.

113. Training in Advance.—In special cases only, officers may, with the approval of the Admiral Commanding, be permitted to perform obligatory training in respect of one year in advance (but *see* Article 248, clause 4).

114. Voluntary Training.—On completion of the prescribed obligatory training for any rank or training period, and subject to the approval of the Admiral Commanding, officers may undergo such voluntary training as is authorised in Article 115.

115. Authorised Periods of Training.—The following tables shew the obligatory training required and the maximum voluntary training permitted.

The minimum period that can be performed at any time is 14 days, except that voluntary sea training by Midshipmen, Sub-Lieutenants, Lieutenants and Lieutenant-Commanders is not

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permitted in periods of less than 28 days unless combined with obligatory training.

Rank.	Obligatory Training.	Maximum Voluntary Training.
	Executive Officers	
Warrant Officer	Nil	28 days a calendar year.
Probationary Midshipman	28 days	Nil.
Midshipman	14 days, but if promoted to Acting Sub-Lieutenant within two years of entry (*see* Appendix I, No. 2) no obligatory training is required	154 days, including obligatory training if performed.
Probationary Sub-Lieutenant	28 days	Nil.
Acting Sub-Lieutenant ..	14 days	14 days.
Probationary Lieutenant	28 days' sea training and Gunnery and Pilotage Courses (7 days each)	Nil.
Sub-Lieutenant	Qualifying Courses in Gunnery and Pilotage (7 days each) and 28 days' sea training (including training performed as Acting Sub-Lieutenant, but not as Probationary Sub-Lieutenant)	182 days less obligatory training as Sub-Lieutenant (confirmed), but total not to exceed 91 days in any one calendar year.
Lieutenant, Lieutenant-Commander	28 days biennially. Officers on List II must perform an additional 7 days biennially commencing with the biennial period following that in which they are transferred to List II. A minimum of 14 days biennially is to be spent afloat except in the biennial period in which an officer qualifies or requalifies in a special subject (Article 117)	91 days a calendar year less any obligatory training performed in that year. For Voluntary Courses, *see* Articles 116 and 118–121.
Commander	14 days of Senior Officers' Technical Course biennially. (21 days for Commanders on List II commencing as for Lieutenants and Lieutenant-Commanders above)	28 days biennially, but can undergo one complete Senior Officers' Technical Course, which is maximum training, Obligatory or Voluntary, for two consecutive biennial periods.

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Rank.	Obligatory Training.	Maximum Voluntary Training.
Captain	Nil	28 days biennially but can undergo Senior Officers' Technical Course once during command, which is maximum voluntary training for two consecutive biennial periods.
	Special Branch Officers.	
Lieutenant (Sp.), Lieutenant-Commander (Sp.) and Commander (Sp.)	Nil	14 days biennially.
	Chaplains	
Probationary Chaplain ..	28 days	Nil.
Chaplain	Nil	Nil.
	Engineer Officers.	
Probationary Lieutenant (E).	14 days in Naval Establishment	Nil.
Lieutenant (E), Engineer Lieutenant-Commander, Lieutenant-Commander (E), Engineer Commander and Commander (E)	14 days biennially in a Naval Establishment	28 days a calendar year.
	Medical Officers.	
Probationary Surgeon Lieutenant	28 days' sea training ..	Nil.
Surgeon Lieutenant, Surgeon Lieutenant-Commander, and Surgeon Commander	14 days biennially. (Alternately ashore and afloat if circumstances permit)	28 days a calendar year.
Surgeon Captain ..	Nil	28 days a calendar year.
	Dental Officers.	
Probationary Surgeon Lieutenant (D)	28 days in Hospital or Depot	Nil.
Surgeon Lieutenant (D) and Surgeon Lieutenant Commander (D)	14 days triennially ..	28 days a calendar year.

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Rank.	Obligatory Training.	Maximum Voluntary Training.
	Accountant Officers.	
Probationary Paymaster Sub-Lieutenant and Probationary Paymaster Lieutenant	28 days' sea training ..	Nil.
Paymaster Sub-Lieutenant	Nil	Any period not exceeding 63 days at a time up to a total of 126 days
Paymaster Lieutenant	14 days biennially	Any period not exceeding 63 days at a time up to a total of 126 days voluntary training as Paymaster Sub-Lieutenant and Paymaster Lieutenant.
Paymaster Lieutenant-Commander and Paymaster Commander	14 days biennially ..	14 days a calendar year

116. Courses.—In addition to the courses laid down for promotion to or confirmation as Lieutenant, Executive Officers are to qualify in one of the subjects shewn in Article 117, and *after so doing* may volunteer for any of the courses shewn in Articles 118 to 121.

The voluntary courses will count as obligatory or voluntary training, except that the meteorological course will count as voluntary training only (*see also* Article 115 (Lieutenant and Lieutenant-Commander) for minimum training afloat).

2. Routine commencing dates for courses will be promulgated by the Admiral Commanding, except for those courses which are carried out infrequently. Applications for courses for which no routine dates are promulgated are to reach the Admiral Commanding at least four weeks before it is desired to commence training.

3. On completion of a course, officers are to be examined, and the Commanding Officer of the School is to render a report to the Admiral Commanding, a duplicate being sent to the Commanding Officer of the R.N.V.R. Division concerned (*see* Article 145).

4. If an officer fails to qualify, the Commanding Officer of the School should state to what cause he attributes the failure (*e.g.*, inattention, inability to learn, etc.).

117. Executive Officers—Obligatory Courses.—Every Executive Officer after reaching the rank of Lieutenant and before promotion to Lieutenant-Commander will be required to undergo a four weeks'

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course and to qualify in one of the following subjects. If possible, the whole course should be taken at one time, but officers unable to do this may take the course in two parts of two weeks each in the same or consecutive years.

Gunnery (*see* O.U. 5362A, Gunnery Training Manual, Vol. I).
Torpedo / Electricity } (*see* O.U. 5419, Torpedo Training Manual).
Navigation and Pilotage (*see* Appendix IV).
Signals, Wireless Telegraphy } (*see* O.U. 6290, Signal Training Instructions).

2. Officers selecting Wireless Telegraphy will be required to have a certain electrical knowledge and to have studied the Admiralty W/T Handbook (B.R. 171) before qualifying. They will be required to pass at their Division a test paper, set and corrected by Signal School, on Chapters 2 to 5 inclusive of that book. No questions will be set on details of instruments of W/T sets.

3. After qualifying, officers can volunteer for requalifying courses of two or four weeks.

118. Anti-Submarine Training.—Lieutenant-Commanders and Lieutenants (over two years' seniority) who volunteer may be selected for Anti-Submarine training as Unit Commanders of A/S trawlers.

2. Volunteers must possess either a Naval Watchkeeping Certificate, a Board of Trade Yacht Master's or superior certificate or have passed Parts I and II of the Navigation and Pilotage course.

3. The course will consist of three weeks in H.M.S. "Osprey" followed by two weeks in A/S trawlers at Portland, but any officer unable to perform the whole period of five weeks will be allowed to undergo the first four weeks only.

4. Officers who attain the necessary standard and who are recommended by the Captain A/S will have the notation A/S placed against their names in the Navy List.

5. Provided they qualify, all officers will be required to requalify in A/S (14 days' course) during each subsequent biennial training period.

119. Minesweeping.—The course will consist of two weeks practical instruction in minesweeping, together with a course of lectures (*see* Appendix IV for syllabus).

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2. Officers who pass the course will be considered either as "Qualified in Minesweeping" or "Qualified in Minesweeping (Sweeping duties only)." For the former qualification officers must already be in possession of a Naval Watchkeeping Certificate and must be granted a certificate from the Senior Officer of the instructional unit that they are capable of taking charge on the bridge during sweeping operations.

120. Meteorological Courses.—Lieutenant-Commanders and Lieutenants, who shew aptitude for Meteorological work, may volunteer for the twelve weeks' meteorological course laid down in Admiralty Fleet Orders to fit them for employment in war as assistant meteorological officers and, after experience, as meteorological officers.

2. The course will count as voluntary training only and no other training can be carried out in the same calendar year as the course is taken (*see* Article 115).

3. Courses are held three times a year. Normally, only one R.N.V.R. officer will be appointed for each course.

121. Other Voluntary Courses.—Are authorised as follows :—

Short Signal Course for officers not qualified in Signals—2 weeks.	*See* O.U. 6290, Signal Training Instructions.
Divisional Course for Lieutenants and below.	Four weeks.
Physical and Recreational Training Course for Lieutenants and below.	Six weeks.
Senior Officers' Technical Courses for Captains and Commanders.	*See* Article 115.

122. Submarine Service.—Volunteering for the Submarine Service will be open to officers of the Special Branch and to Engineer officers, but not to Executive officers.

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SECTION III.

Training Authorised for Ratings.

130. Obligatory Training.—R.N.V.R. ratings of all branches will be required to perform 42 days' training in their first enrolment of four years in periods of not less than 14 days.

2. Fourteen days of this training must be performed within the first year, unless exemption is granted under Article 131. This training must be performed afloat except by Chief and Motor Mechanics who are to undergo their first 14 days' training at a Mechanical Training Establishment.

3. A return of ratings who have not complied with the above regulations is to be forwarded half-yearly on 30th June and 31st December to the Admiral Commanding.

4. Ratings of the Seaman and Communication branches are required to qualify in branch during their first period of enrolment (*see* Article 133).

131. Exemption from Training.—Commanding Officers of Divisions are authorised to exempt a man from obligatory Naval training up to an amount not exceeding 14 days in four years for sickness or other urgent reason.

2. Each case of exemption is to be reported to the Admiral Commanding.

3. If further exemption is required, the approval of the Admiral Commanding is to be obtained, full particulars being given in the application.

132. Voluntary Training.—Men of all branches may volunteer for Naval training for a total period not exceeding six months in each enrolment of four years, but this period will include the 42 days' obligatory training required in the first enrolment.

2. In addition to the training allowed in clause 1, men of all branches may volunteer for courses (*see* Appendices III and V) at a Naval School or Establishment, but such voluntary courses must not exceed 16 weeks during each four-year period of enrolment.

3. All Naval training in the second and subsequent periods of enrolment is voluntary and is allowed up to the maximum laid down in paragraphs 1 and 2.

4. A rating performing such voluntary Naval training in his second or subsequent period of enrolment may be permitted to perform a minimum period of 8 days in any year, but in cases where less than 14 days is performed at any one time, no subsequent training that year will be allowed, nor will a rating be allowed to go for less than 14 days if he has previously trained that year.

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133. Qualification in Branch.—Ordinary Seamen volunteering for the Communication Branch will be allocated to the Signal or Wireless Telegraphy branch after completion of 20 drills and passing a simple examination in seamanship. Other seamen will be allocated to the Gunnery or Torpedo branches (or to such other branches as the Admiralty may from time to time approve) on being rated Able Seamen, civil occupation and personal inclination being taken into consideration.

2. The Commanding Officer of a Division may transfer a man from one branch to another if he considers it desirable.

3. The numbers authorised for each Division in each branch are shewn in Article 5.

4. Able Seamen, Signalmen and Telegraphists are to qualify in the branch to which they are allocated during their first period of service, the course not exceeding 14 days (11 working days).

Details of courses are given in Appendix V and commencing dates will be promulgated by the Admiral Commanding.

5. To remain eligible for the grants of bounty for qualification in branch ratings must requalify in branch in each subsequent period, unless they can be regarded as requalified in branch under Article 195, clause 4 (*a*) or (*b*).

6. These qualifications are to be noted on men's Service Certificates and History Sheets.

134. Qualification in Non-Substantive Rating.—Ratings who have qualified in branch may undergo a course at the appropriate Naval School, to qualify for non-substantive rating, and, if passed, will be given the non-substantive rating and, during training or service in the Royal Navy, non-substantive pay laid down for corresponding ratings R.N.

2. Ratings are not to be permitted to take these courses unless they are considered suitable by the Commanding Officer of their Division for the particular non-substantive rating for which they apply and are likely to pass the examination.

3. The various non-substantive ratings for which R.N.V.R. ratings are eligible are shewn in Appendix III, together with details of the length of courses.

Commencing dates are promulgated by the Admiral Commanding.

4. Ratings will be required to requalify for the non-substantive rating they hold or to qualify for a higher one during each period of service (but *see* Article 135, clause 4).

Failure to requalify will entail the loss of the non-substantive rating on re-enrolment (*see also* Article 195, clause 4 (*a*) and (*b*) as regards Bounty).

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5. On advancement to Petty Officer, the non-substantive ratings of S.G. and S.T. are relinquished, but Chief Petty Officers and Petty Officers not holding a higher non-substantive rating (*see* K.R. & A.I. Articles 424 and 425) may requalify in Gunnery or Torpedo during each period of re-enrolment in order to qualify for Bounty under Article 195, clause 4. Alternately they may qualify for a higher non-substantive rating. (*See also* Article 135).

6. Men who obtain confirmed non-substantive ratings during mobilised service may retain them after demobilisation, provided they requalify as above.

135. Petty Officers' Course.—All Chief Petty Officers and Petty Officers of the Seamen and Communication Branch are to undergo a minimum of 14 days of the Petty Officer's course (*see* Appendix V, Part III) at the R.N. Barracks on the first occasion of training after advancement.

2. Petty Officers of the above branches must perform this training before advancement to Chief Petty Officer.

3. The dates of these courses will be promulgated by the Admiral Commanding.

4. Seaman Chief Petty Officers and Petty Officers who undergo at least 14 days of this course may be regarded as requalified in Branch for Bounty purposes (Article 195, clause 4 (*a*)).

Provided they requalify at the following first opportunity Chief Petty Officers and Petty Officers due to requalify in higher non-substantive rating, who undergo at least 14 days of this course will not be deprived of their non-substantive rating on next re-enrolment (*see* Article 134, clause 4).

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SECTION IV.

Instructions Concerning Training to H.M. Ships and Establishments.

145. Confidential Reports on Officers.—A report on Form S. 206R is to be rendered in accordance with the instructions on the form by the Commanding Officers of H.M. Ships and Establishments in which R.N.V.R. officers have undergone training or have been appointed for service in the Royal Navy (*see also* Article 146, clause 4).

2. Form G.5 only is to be used for officers undergoing *courses* in Naval Establishments. (*See also* Article 116, clauses 3-4).

3. The Commanding Officer is to give the usual certificate of service (S. 450) to each officer.

146. Sea Training of Executive Officers.—MIDSHIPMEN AND SUB-LIEUTENANTS.—The object of training afloat is to provide practical Naval experience so that they can acquire the spirit, traditions and customs of the Royal Navy. Technical instruction in specialist subjects is of secondary importance.

2. LIEUTENANTS AND LIEUTENANT-COMMANDERS should take part in the normal routine of the ship. Where practicable they should be given experience in Watchkeeping both in harbour and at sea. Technical instruction should be confined to imparting as general knowledge of the weapons carried and communication organisation.

3. SEA EXPERIENCE IN PILOTAGE AND NAVIGATION.—Officers who have carried out the Navigational Course are to be given every opportunity of making practical use of their knowledge. They should, if possible, be detailed as follows :—

Officers who have passed Part I to carry out duties of Assistant Officer of the Watch at sea.

Officers who have passed Part II to carry out duties of Assistant Navigating Officer.

4. WATCHKEEPING CERTIFICATES.—On all occasions of rendering the report S.206R on Executive Officers, remarks on the officer's capabilities as Officer of the Watch at sea should be made and, if the Commanding Officer considers it desirable, he may recommend him thereon as " suitable for Watchkeeping Certificate." When an officer has received two of these recommendations, arrangements will be made for him to be sent, on the next occasion of training, to a ship commanded by a Captain, R.N., who will be informed that the officer may be awarded a watchkeeping certificate if found competent.

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This clause is not applicable to R.N.V.R. officers serving as part complement in the Fleet in time of war or emergency, or for a period of six months' continuous training, when a watchkeeping certificate may be awarded as for an officer, R.N., provided the Captain is confident that it is merited in its full sense.

147. Training of Medical Officers.—When undergoing training afloat or in barracks, Medical Officers are, as circumstances of appointment admit, to be instructed practically or verbally in the syllabus shewn below, which should be modified as necessary to meet the needs of each officer according to his previous experience.

In order to stimulate their interest in the Service apart from purely medical matters, Commanding Officers should arrange that all Medical Officers borne for training be given some knowledge of the general working of a ship.

Medical Officers of the rank of Surgeon Lieutenant and above, who are considered to have sufficient Service experience, may be employed during their periods of training as medical guard officer and on " stand-by " duties, etc.

(*a*) *Method of preparing dressing station.*—Selection of site. Division and separation of medical stores. Stowage of emergency stores below the waterline. Provision of secondary lighting. Access to water supply. Method of slinging bamboo stretchers in tiers. Drawing of emergency bedding.

(*b*) *Transport of wounded within the ship.*—Use of the Neil Robertson stretcher in getting casualties up from boiler rooms (caution to be exercised in the use of the air lock) and engine rooms and down from bridges and superstructures.

(*c*) *Transport of wounded ashore and to other ships.*—Use of the Service cot. Use of Torpedo or other davit for lowering into boat. Provision of check lines.

(*d*) *Methods of decontamination and treatment of gas casualties.*—Selection and preparation of decontamination chamber. Accessibility of bathrooms. Space for dressing and treating casualties. Treatment of contaminated clothing. Decontamination of areas exposed to gas. Care of food and water supplies. Inspection of suspects.

(*e*) *Keeping and rendering of accounts and returns.*—Method of labelling casualties. Reports of death. Necessary forms for sending cases to hospital. Demand for stores. Statistical returns.

(*f*) *The victualling of the sick.*—Method of formation of a sick mess. Drawing of money from Paymaster. Forms for expenditure of money drawn.

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(*g*) *The general hygiene of a ship.*—Chlorination of water. Efficiency of the ventilation. Airing of bedding. Extermination of vermin, rats, cockroaches, etc.

(*h*) *The general welfare and health of officers and men.*—Vaccination, inoculations, weights and chest examination. Mustering and examination of messes in cases where Scabies and Pediculosis have been found. Prophylaxis and treatment of V.D.

2. The syllabus of training in a Naval Hospital is left to the discretion of the Medical Officer-in-Charge, but should include :—

(*a*) The routine of ward work.
(*b*) The admission and discharge of patients.
(*c*) The dieting of hospital patients.
(*d*) The examination of recruits.
(*e*) The method of keeping and rendering returns.
(*f*) General health of staff (Officers, nurses and men).

148. Training of Dental Officers.—Probationary Surgeon Lieutenants (D) are to receive training in the following subjects :—

(*a*) The dental examination of recruits and drafts.
(*b*) The arrangements for the treatment of the personnel.
(*c*) The method of recording dental operations.
(*d*) The keeping and rendering of accounts and returns.
(*e*) The treatment of wounded in action.
(*f*) General routine duties.

2. The training of Surgeon Lieutenants (D) is to include instruction in all duties appertaining to a Dental Officer serving at sea, in a Naval Hospital or Depot. While undergoing training, they will be regarded as forming part of the staff of the Dental Officer.

149. Training of Accountant Officers.—Officers of the Accountant Branch, R.N.V.R., will be regarded as forming part of the staff of the Accountant Officer.

2. The following syllabus should be used as a basis for instruction to be modified as necessary to meet the needs of each Officer according to his previous experience.

(*a*) *Cash Duties.*—Sources of supply of money, postal orders, etc. Cash Book routine vouchers and monthly cash account and summary.

(*b*) *Pay Office.*—Ledger, entries in and closing of. Transfer Lists. Reports of movements of personnel. Allotments, remittances. Stationery and " S " forms.

(*c*) *Victualling, Clothing, Messtraps.*—Sources of supply of provisions, clothing, messtraps. Standard ration and

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general mess systems, of victualling. Visit galley, preparing room, servery and bakery. Provision, clothing and messtrap books and accounts. Issue of provisions, clothing messtraps, etc., Manual of Victualling (B.R. 93).

(*d*) *Naval Stores.*—Principles and practice of central storekeeping system with special reference to Forms S. 156, loan lists for permanent stores and test musters of stores. Instructions relating to the supply of naval stores in H.M. ships (B.R. 4).

(*e*) *Captain's Office.*—Service correspondence—registration, filing, and despatch of. Captain's Request Book. Service Certificates. Punishment Warrants. Naval Secretariat Handbook (B.R. 49).

(*f*) *Cyphering.*—All Accountant Officers are, after confirmation as Paymaster Sub-lieutenant, to be given as much instruction as possible in the syllabus laid down for Officers of the Cypher Staff.

The necessity for observing the strictest reticence on all matters connected with the work of the Cypher Staff is to be impressed on these officers.

(*g*) *General.*—Paymaster Lieutenant-Commanders and Paymaster Commanders are to understudy the Accountant Officer of the ship as they are eligible to be placed in sole charge on mobilisation.

Newly entered officers should be instructed in the rudiments of Naval etiquette, discipline and general organisation as soon as possible after joining.

150. General Instructions for Sea Training of Ratings.—R.N.V.R. ratings attend classes of instruction at their Divisions throughout the year, and therefore the short period during which they are embarked should, as far as possible, be employed in accustoming them to life on board ship, and in rendering them familiar with the duties that would be required of them as seamen.

2. Divisional Officers and Petty Officers should endeavour to show R.N.V.R. ratings that they are welcome in the ship, and thus stimulate their interest in the Service.

3. All ratings should be given every opportunity to take part in rifle shooting, recreation and sports, and should be encouraged to form racing boats' crews.

4. A Form S. 264 is to accompany each rating despatched for training afloat. It is to be modified at the Division before despatch

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to include the particulars shewn below. Details of previous training are to be fully shewn.

R.N.V.R. Division.
Period of Training.
Civil employment.
Branch to which allocated (if applicable).
Training carried out—Seamanship, Gunnery, Topedo, Anti-gas.

It is to be completed on board the ship in which the man is embarked with the details of training performed and information to enable the Commanding Officer of the Division, to whom it is to be returned, to judge the rating's ability afloat.

151. Training of Seamen Ratings.—Ordinary Seamen are to be organised in training classes and are to be looked upon in all respects as belonging to the ship's company, being distributed amongst the various messes.

The total time available for the instruction of seamen ratings is to be divided into periods in the proportion of seamanship 2, gunnery 1, and torpedo 1, the syllabus being as follows :—

(*a*) *Seamanship.*—Training at R.N.V.R. Divisions includes all the following items but lack of facilities prevents full and realistic instruction in the items marked * and instruction afloat should concentrate, therefore, on giving practical knowledge and experience in these items.

General Knowledge.
Service Vocabulary.
Ranks & Ratings.
Organisation.
Discipline.
Routine.

Rigging.
Knots and Splices, Bends and Hitches—How to make, and their uses.
Tackles—How fitted and rove and their uses.
Cordage.
*Hawsers.

Anchors and Cables.
Types of anchors and cables, shackles and gear.
*Anchor work.

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Boatwork.
Build and parts of Service Boats.
Boat pulling.
*Hoisting and Lowering Boats.
*Seaboat.
*Boat sailing.
*Duties of crew in Power Boats.

Quartermaster's Duties.
Compass.
*Steering.
Rule of the Road.
*Sounding.
*Reading a Barometer.

General.
*Ship's Fittings.
*Watertight Doors and their markings.
*Collision Mat.
Practical Work in connection with Lower Booms, Awnings, Turning out Boats, Accommodation Ladders, etc.
*Brief outline of Fire, Collision and Towing Stations.

Signals.
Semaphore and Flags.

(*b*) *Gunnery.*—This should be an "Interest" Course which includes watching Turret Drill, Divisional Drill and a knowledge of Magazines and Shell Rooms. Aiming-rifle ammunition may be expended to the extent of five rounds per man.

(*c*) *Torpedo.*—This should be an "Interest" Course in both Whitehead and electricity, and aim at giving the ratings a general knowledge of the departments.

2. Able Seamen and above should be given more advanced instruction on similar lines to that for Ordinary Seamen. They should be entered on the watch and quarter bills and carry out the ship routine in accordance with the branch to which they belong.

152. Training of Communication Ratings.—The following instructions for the sea training of Communication ratings are to be followed as closely as possible.

2. ORDINARY SIGNALMEN AND TELEGRAPHISTS.

(*a*) *Ordinary Signalmen* are to accustom themselves to life in the Signal Branch afloat, and have access to and commence to study the signal books.

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(*b*) *Ordinary Telegraphists* are to spend as much time as possible in a W/T Office in order to apply their knowledge of Morse to practical operating, and to spend at least two days in coding and signal book instruction.

3. SIGNALMEN AND TELEGRAPHISTS.

(*a*) *Signalmen* are to be trained in every branch of a Signalman's duties.

(*b*) *Telegraphists* are to keep watch in a W/T Office under a good operator, and finally, before leaving, keep watch alone.

Signalmen and Telegraphists, qualified in branch, who applied for examination prior to embarkation are to be examined for Trained Operator. (*See* Appendix III).

4. LEADING SIGNALMEN AND LEADING TELEGRAPHISTS.

(*a*) *Signal Branch* are to be employed, if possible, as second hands of watches, and later as leading hands of watches under a Yeoman of the Watch.

(*b*) *Telegraphist Branch* are to be given practical instruction in the working of all sets fitted to keep watch in the main and auxiliary offices (not necessarily as the operator of the watch), to be instructed in the care and maintenance of secondary batteries, alternators, etc., and in the internal organisation of the W/T department of the ship.

5. CANDIDATES FOR WARRANT RANK AND RATINGS OF CHIEF PETTY OFFICER OR PETTY OFFICER RANK.—The following instruction is to be given, special attention to details being given in the case of candidates recommended by the Commanding Officer of the Division for Warrant Rank.

(*a*) *Signal Branch* are to be given practical instruction in the working of all branches of the department, *e.g.*, duties of :—

(i) Yeoman of the Watch.
(ii) Yeoman of the S.D.O.
(iii) Yeoman in charge of stores and cleanliness of the department.
(iv) Divisional Yeoman.

These duties are to be performed under the supervision of the Yeoman of Signals, R.N., in charge of the duty mentioned.

(*b*) *Telegraphist Branch* are to be given instruction on similar lines to that laid down in clause 4 (*b*).

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153. Training of Miscellaneous Ratings.—Artificer and artisan ratings should be employed at their trades. Tools from ship's resources should be loaned to them as necessary for the work on which they are employed.

2. During their first period of sea training Electrical and Ordnance Artificers are to be examined on their fitness to hold their ratings, as trade examinations will not have been carried out on entry in the R.N.V.R. (*see* Appendix II).

3. Writer ratings are to be given practical instruction in the ship's office in the subjects covered by the following regulations :—

(*a*) K.R. & A.I., Chapters XXIII and XLIV to XLIX.

(*b*) Fleet Orders relating to Pay and Pay Accounts of the Naval Service.

4. Consideration should be given to awarding the certificates required by List I ratings for payment of Bounty (Article 195, clause 5) and by all miscellaneous ratings for confirmation and advancement (Appendix II).

154. Anti-gas Training.—Officers and ratings are to be given gas instruction during their training afloat (*see* Article 72).

2. To enable this to be done, anti-gas respirators are to be issued to them on loan, at the discretion of the Commanding Officer, from the spares carried in all H.M. Ships.

3. Before an officer or rating is discharged on completing his training, he is to return the respirator lent to him. Respirators issued from the spares carried in ships are to be retained on board. In all cases the respirators surrendered are to be thoroughly disinfected in accordance with the instructions.

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CHAPTER VIII

MOBILISATION.

165. Liability to Serve.—Whenever the Admiralty call out the R.N.V.R. or any of them, for actual service, they will be liable to serve either ashore or afloat, as may be directed by the Admiralty, and anywhere the Admiralty may have need of their services.

2. Officers and men of the R.N.V.R. are called out by the issue of the Royal Proclamation. Officers on the Retired List are liable for service, if required, whenever the Admiralty call out the R.N.V.R. or any of them, for actual service.

3. It will be an understanding that the R.N.V.R. shall have, as far as possible, the first claim to be discharged on the termination of hostilities, or as soon as any portion of the Reserves can be dispensed with.

166. Appointments and Summonses to Join.—Officers and ratings required for service will receive individual appointments and summonses to join respectively, and until these are received no action to join should be taken.

2. The initial appropriation of all Executive and Accountant Officers, R.N.V.R., will be made by the Admiral Commanding (for the Admiralty).

3. The appropriation of Engineer, Medical and Dental Officers and Chaplains, R.N.V.R., of all ranks will be made by the Admiralty.

4. Officers will receive their appointments through their Divisional Headquarters, where railway warrants, baggage vouchers and travelling expense sheets will be attached. They are then to proceed direct to join their ship or establishment as directed in their appointments.

5. Ratings will receive at their home addresses individual summons to join from the appropriate depot, when they are required. They are then to report on board their drill ships for medical examination and despatch to depot (*see* Appendix VI, Part I (*e*) regarding notation on Form B. 325 for men with defective colour vision). When despatched their service certificates, etc., are to accompany them (*see also* Article 86, National Insurance). A practical scheme is to be kept up-to-date at each Division and outlying unit to enable ratings to be despatched without delay.

6. In order that the record of names, ratings and addresses of R.N.V.R. ratings held by the Royal Naval Barracks may be kept corrected, a return of changes on Form R.N.V. 03 in original only is to be rendered monthly by the Officer Instructor to the Admiral Commanding.

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167. Kit.—When called up every man is to take with him his regulation peace kit complete, including white clothing (*see* Article 57, clause 1). If, owing to exceptional circumstances, a man appears at the Royal Naval Barracks without a kit he will be supplied with an emergency kit, consisting of the more essential articles only, at first.

2. At the earliest opportunity after joining every man is to complete the kit in his possession to the full regulation kit of his corresponding rating R.N., and he will be required to maintain this kit until demobilised. For this purpose he will be paid a Clothing Gratuity sufficient to cover the cost of providing the articles (other than bedding) which are in the active service kit but are not in the R.N.V.R. peace kit, and will also receive Kit Upkeep Allowance at active service rates. The amount of the gratuity, etc., will depend on the cost of clothing at the time of mobilisation, and will be notified in Admiralty Fleet Orders. No clothing gratuity is to be credited, nor is any clothing to be issued, to men found medically unfit for service.

3. A set of bedding consisting of :—

one bed	two hammocks
one blanket	one set of clews
two bed covers	one lashing

will be supplied to each man at the Royal Naval Barracks. The bedding will be retained by the man for the whole of his mobilised service, but is to be regarded as " on loan " and is to be returned into store on demobilisation unless orders to any other effect are given at the time.

4. Men dressed as Seamen will wear the cap ribbons of the ship to which they are drafted and two ribbons will be issued free of charge to every man on first joining his ship.

5. Except as provided in clauses 3 and 4, men will pay for all the clothing, etc., with which they are supplied out of their Clothing Gratuity and Kit Upkeep Allowance.

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CHAPTER IX

PAY, BOUNTY, PENSIONS, ETC.

SECTION I.

Pay and Allowances.

175. Pay—Officers.—When called out by Royal Proclamation, or when performing training or service in H.M. Ships or Establishments, officers will receive pay at the same rates as officers of corresponding rank in the Royal Navy (except as provided in clause 2 below) or such special pay as may by Order in Council be determined. The rates of pay are given in Appendix I. (*See* Appendix XIII as regards Income Tax).

2. Only mobilised service in the Royal Navy in a confirmed rank will count towards increase of pay in that rank. Whenever an officer claims a rate of pay in excess of the minimum rate of his rank, instructions should be requested of the Admiralty before the higher rate is granted.

3. Retired Officers R.N., holding commissions in the R.N.V.R., when appointed for training or service in the Royal Navy as R.N.V.R. Officers in time of peace, will receive the pay and allowances for which they may be eligible under the R.N.V.R. regulations by virtue of their R.N.V.R. rank, their retired pay being suspended, subject to the following provisos :—

(*a*) In the case of an officer who has commuted his retired pay in whole or in part or who received a gratuity on retirement or discharge from the Royal Navy, a deduction is to be made from his full pay equal to the amount of retired pay commuted or to the annual value of the gratuity. Officers retired or discharged under the special reduction schemes sanctioned by Orders in Council of 14th July, 1922, and 12th February, 1923, or any corresponding reduction scheme, shall, however, be exempt from this reduction in respect of any gratuity awarded to them thereunder.

(*b*) Any officer may continue to receive his retired pay instead of the full pay of his rank in the R.N.V.R. if such course be to his advantage.

Accountant Officers of H.M. Ships and Establishments should inquire of the Admiralty as to the correct rate of pay of any retired Officer R.N. appointed for training or service in the Royal Navy as an R.N.V.R. Officer in time of peace.

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4. Time served in the R.N.V.R. by Retired Officers R.N. holding commissions in the R.N.V.R., whether the officer be in receipt of full pay in respect thereof or not, will count in the usual manner for all purposes under the regulations of that force, but will not affect an officer's rank, status or pay as an officer of the Royal Navy.

176. Pay and Allowances—Ratings.—While under training or when mobilised for actual service, ratings will receive the same rates of pay as the corresponding ratings of the Royal Navy, except that only mobilised service and/or former R.N. service as allowed under R.N. conditions, will count towards progressive increases of pay. The rates of pay are given in Appendix II.

2. They will also receive, under the conditions and at the rates provided for men of the Royal Navy, pay or allowances in respect of the following :—

(*a*) Good Conduct Badges awarded under Article 238.
(*b*) Non-substantive rates granted under Article 134.
(*c*) Grog money when the spirit ration is not drawn.
(*d*) Certificate, machinery and senior allowances for Engine Room artificers.

3. When called out for active service every rating will receive :—

(*a*) Clothing gratuity as laid down in Article 167, clause 2.
(*b*) Kit upkeep allowance at active service rates.
(*c*) A bounty of £5 which will be credited on the ledger on joining his ship, provided he is medically fit. This bounty will only be payable to men who are actually in the Reserve on the date of the Royal Proclamation calling out the Reserve.

4. Men who are medically rejected on being called out are to be paid the rate of Naval pay appropriate to their ratings by the Accountant Officer of the Division, in respect of the period during which they are detained at Headquarters. Such men are entitled to pay from the date of the issue of their personal summons to join, provided they report within three days (inclusive) of such date. Men reporting later are to be paid from date of reporting. In addition to pay, lodging and provision allowances may also be paid if the men are not provided with service accommodation or victualled. The men's signatures are to be obtained on the voucher for payment, which should shew the inclusive period during which the men are detained for medical examination, and be forwarded to the Admiralty in support of the entry in the Cash Account.

The period during which the men are borne for pay should be entered in the service columns on page 3 of their Service Certificates.

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177. Commencement and Cessation of Pay during Training.—Officers and men undergoing training will receive pay from the date of appearance in H.M. Ship or Establishment to the date of disembarkation therefrom (whether they are victualled or not on those days) up to and including the date on which the authorised period of training expires, or on which the officer or man is due to arrive at his Division or home (*see* Article 211, clause 1), if the latter date be unavoidably earlier. (*See also* Articles 187 and 188 regarding officers and men sent sick, etc.).

2. Where an extension of training is authorised under Article 87, pay will be continued for the length of the extension, in accordance with the general principles set out herein.

3. Where an extension of training is authorised under Article 88, clause 3, pay is only to be extended up to and including the date to which the officer or man is unavoidably retained, even if he is not due to arrive at his Division or home until a later date.

4. If the ship which an officer or man has been ordered to join has sailed before the officer or man reaches the port, he may be paid from the date of such arrival, or the date of appearance authorised, whichever is the later, provided his failure to join be due to no fault of his own, and that he reports himself to the nearest Naval authority without delay.

5. Officers and men are not to receive pay for any day prior to the date of appearance authorised notwithstanding that they may have arrived earlier.

6. Officers and men appearing after the date of appearance authorised, who are nevertheless permitted to proceed with their training, will receive pay from date of appearance only.

7. Officers and men whose period of training is curtailed at their own request will receive pay to the date of disembarkation only (*see* Article 88, clause 5).

8. Officers and men are not entitled to pay for the time spent in travelling to and returning from training, except as provided in clause 1. In the event, however, of the journey being prolonged beyond the normal time required therefor through no fault of the traveller (*e.g.*, steamship passages delayed through stress of weather), the circumstances should be reported to the Admiralty. Grants of pay for the time thus lost will, however, be made only in exceptional circumstances and subject to the production of evidence of financial loss that would not have occurred but for the abnormal time spent in travelling.

9. Any case of doubt as to the period for which an officer or man should be borne for pay is to be referred to the Admiralty for instructions.

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178. Difference of Mess Subscription.—R.N.V.R. Officers are not entitled to receive any allowances as contributions towards mess expenses except as provided hereunder.

2. Gun Room Officers embarked in H.M. Ships in which there is no Gun Room Mess and Gun Room Officers on reaching the age of 23, whether there be a Gun Room Mess in the Ship or not, are required to mess in the Ward Room and to pay their proper share of mess money as if they were Ward Room Officers, but to meet the increased expenses they will be allowed the difference between 37*s.* 6*d.* a month and the amount contributed monthly by the officers of the mess, which amount, however, is not to exceed the prescribed limit of £3.

3. This allowance is to be paid also to Sub-Lieutenants when in command of destroyers or other small vessels.

4. The maximum amount payable under the regulations is not to exceed 22*s.* 6*d.* for each complete calendar month. For broken periods payment is to be made at the rate of 9*d.* a day.

5. Warrant Officers and Commissioned Officers from Warrant Rank who are obliged to join a mess which includes all officers, will be allowed 1*s.* 6*d.* a day to meet their increased expense.

6. The rates of mess subscription in H.M. Ships may vary from time to time, and consequently the rates of difference of mess subscription laid down in this Article may be changed.

179. Marriage Allowance on the same scale as for the Royal Navy is payable for the wives and/or legitimate children (including step-children, and in certain circumstances adopted children) of R.N.V.R. ratings of 21 years of age or over, when undergoing Naval training (for detailed regulations *see* K.R. & A.I. Article 1767, particularly clauses 2 and 3 (*b*) and Appendix III, Part II, Scale C).

For men called out for active service, Marriage Allowance will be payable irrespective of age.

Men whose pay is extended on account of sickness beyond the due period of training will be eligible for Marriage Allowance so long as they continue in receipt of pay. Application should be made to the Admiralty as to whether, in such circumstances, the declaration of an allotment is necessary (cf. Article 180).

Where training falls short of one week, Marriage Allowance is payable only for the number of days for which pay is admissible.

2. Periods of Training of Three Weeks or Less.—Where the period of training will not exceed three weeks, Form S. 1032 (Application Form for Marriage Allowance for Reservists under-

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going drill or training for periods not exceeding 21 days) is to be used, containing :—

(*a*) A declaration from the Commanding Officer as to the man's attendance for drill or training during a specified period.

(*b*) A statement from the man including particulars of his wife's name and address and any children in the family under 16 years of age.

(*c*) An application by the wife or guardian of the children for Marriage Allowance, to be accompanied by the man's Birth Certificate, his Marriage Certificate and the full Birth Certificates of his children (if any), except where the Certificates have already been forwarded with any previous claim.

(*d*) A certificate to be signed by a responsible person to the effect that the wife and children are alive and normally resident with the man.

This form will be supplied to men prior to proceeding for training, and they should complete it and take it with them, together with the necessary Birth and Marriage Certificates, when joining for training. Commanding Officers should complete the declaration mentioned at (*a*) and forward the form and certificates to the Director of Navy Accounts without delay. Provided that the application it found to be in order, Marriage Allowance will be paid at weekly intervals during the period of training. If, for urgent reasons, a man is discharged to shore before the end of the specified period of training, under the authority of the Senior Naval Officer (*see* Article 88, clause 5), or if he ceases pay on account of sickness (*see* Article 187) the date of discharge is to be reported immediately by telegram to the Admiral Commanding, who will inform the Director of Navy Accounts, in order that any over-payment may be avoided. Similar reports by telegram are to be made to the Admiral Commanding when a man is re-entered for pay after sickness and on his final discharge on completion of training.

3. Periods of Training in Excess of Three Weeks.—Where the period of training is to exceed three weeks, men wishing their wives to obtain Marriage Allowance should declare Allotments of at least the minimum rates laid down for the Royal Navy (K.R. & A.I., Appendix III, Part IIc, Scale C). On receipt of the Allotment Declaration in Office, steps will be taken to award Marriage Allowance as for Active Service ratings, and no further action on the part of the men will be required. It is important that Declarations should shew the commencing date, and the probable date of expiration of training. " Stop " notices (Forms S. 54, etc.), should be rendered on completion of training, charges in respect of the

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Allotment being made to the last Thursday on which the man is borne for pay.

180. Allotments and Remittances.—Allotments of pay are permitted in accordance with the general regulations applicable to Active Service ratings (*see* K.R. & A.I. Articles 1755-1764) only during periods of Active Service, and of training in excess of three weeks.

Every facility for remitting money or obtaining postal orders is to be given to all men embarked for training.

181. Uniform Allowance.—Except as otherwise provided herein, officers other than Chaplains will, on confirmation in the rank in which they are entered, be eligible for a Uniform Allowance of £50.

Chaplains will be eligible for a uniform allowance of £17 10*s*. as follows :—

(*a*) Those entered prior to 31st March, 1937—on first appointment to one of H.M. Ships or Establishments.

(*b*) Those entered on or after 31st March, 1937—on confirmation as Chaplain.

Special Branch Officers will be eligible for the allowance when they have satisfactorily completed a period of training or are called out by Royal Proclamation.

Honorary Officers are not eligible for any uniform allowance.

2. Uniform Allowance is granted for the sole purpose of assisting officers to provide themselves with necessary articles of uniform, and the Admiralty reserves the right to demand an account of expenditure, and to pay no greater sum than that for which proof of expenditure is produced.

3. Officers with previous service in the R.N., R.N.R., or R.N.V.R., who :—

(*a*) Enter or re-enter the R.N.V.R. after a break of at least 3 years will receive a Uniform Allowance of £50 (£17 10*s*. for Chaplains).

(*b*) Transfer to the R.N.V.R. or who enter or re-enter the R.N.V.R. after a break of less than 3 years will receive as Uniform Allowance :—

(i) The difference between the grant they previously received (or retained) and £50 (£17 10*s*. for Chaplains), or

(ii) If no payment be made under (i) a refund not exceeding the normal grant, of reasonable and necessary expenditure incurred in altering uniform to R.N.V.R. requirements or in the purchase of articles of a

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different pattern or of additional quantities where the R.N.V.R. scale is larger, provided a complete claim, supported by receipted bills in respect of the outlay incurred, is submitted to the Director of Navy Accounts within 12 months of promulgation of confirmation in rank or of entry in the case of an officer not entered on probation.

NOTE.—No grant will be made for replacement of articles worn out or no longer in the officer's possession, where no change of pattern is involved.

Officers entered on probation will not be entitled to any payment until they have been confirmed in rank.

4. An officer who withdraws or is discharged from the force before the completion of four years' service will be required to refund the amount paid to him to the extent of one quarter of the allowance in respect of each year or portion of a year by which his service falls short of four years, but in exceptional circumstances, *e.g.*, where the failure is due to death or ill health, not attributable to the officer's misconduct or imprudence, the refund will be waived automatically. In computing the sum to be recovered from officers referred to in Clause 3 both former service and the amount of the grant received (or retained) in respect thereof will be ignored.

5. Officers on becoming eligible for Uniform Allowance are required to furnish an undertaking to comply with the conditions of clause 4 of this Article, and a form for this purpose will be issued by the Director of Navy Accounts without prior application.

6. Payment may be made to the parent or guardian of an officer who is a minor at the time he becomes eligible for payment, subject to the parent or guardian making application to the Director of Navy Accounts and furnishing the undertaking referred to above.

7. No payment in respect of Uniform Allowance is to be made without the authority of the Admiralty.

182. National Health and Unemployment Insurance.—The instructions regarding State Insurance are contained in K.R. & A.I Appendix XXIX. (*see also* Article 86).

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SECTION II.

Pay, etc., during Sickness.

186. Pay during Sickness in War or Emergency.—Officers and men called out for service during war or emergency will be eligible for full pay during disablement due to injury or sickness under the Regulations applicable from time to time to officers and men of the Royal Navy.

187. Pay during Sickness in Peace.—Officers and men disabled by injury or sickness during periods of training or service in the Fleet for which full pay is granted in time of peace may, at the discretion of the Admiralty, continue to receive full pay during the period of their disablement, subject to the conditions and within the limits prescribed hereunder. (*See* Article 179, clause 2 in regard to men undergoing training for periods of three weeks or less.) Officers and men embarked for authorised training, but not borne for pay, if suffering from disablement arising from injury or illness which is attributable to the performance of such training, are eligible for the allowances shown in Article 189 only.

2. Full pay shall not be issued to any disabled officer or man :—

(*a*) After the date on which he is fit to resume civil employment, nor

(*b*) After the date on which his period of training or service would normally expire, except as provided in clause (3) (*a*), nor

(*c*) After the day on which he is found unfit, if he be found permanently unfit for service in the Reserve ; or, if not sent to his home on that day (*see* Article 90), after the expiration of any leave with pay for which he may be eligible under clause 3 of this Article or the date of his final discharge to the shore, if earlier ; nor

(*d*) After the date on which an officer may reach the age for compulsory retirement from the Reserve.

3. Subject to the conditions of Clause 2 above :—

(*a*) An officer or man who during training or service in the Fleet sustains an injury in respect of which a hurt certificate has been issued (*see* Clause 6), or is shewn to the satisfaction of his Commanding Officer to have fallen sick from a cause due to the conditions of Naval service, may continue in receipt of full pay during disablement for the same periods, and under the same conditions and

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restrictions as an officer or man of the Royal Navy. If discharged to his home, the continuance of sick pay will be dependent upon evidence of incapacity not only to perform training, but also to follow civil employment with consequent pecuniary loss.

(*b*) An officer who during training or service in the Fleet is disabled by injury or sickness not attributable to the conditions of service, nor due to his own negligence or misconduct or any cause within his own control may continue in receipt of full pay during disablement for periods not exceeding :—

If the appointment be for one month (30 days) or less	7 days
If the appointment exceed one month, but not two months (61 days)	14 ,,
If the appointment exceed two months, but be less than three months (91 days)	21 ,,
If the appointment be for three months or over, but not more than six months (182 days)	42 ,,
If the appointment be for more than six months	121 ,,

(*c*) An officer who, during training or service in the Fleet, is disabled by injury or sickness due to his own negligence or misconduct or any cause within his own control may, unless previously discharged under clause 4, continue in receipt of full pay during disablement for periods not exceeding :—

If the appointment be for less than three months (91 days)	Nil
If the appointment be for three months or more, but not more than six months (182 days)	21 days
If the appointment be for more than six months (182 days)	42 ,,

(*d*) A man who during training is disabled by injury or sickness not attributable to the conditions of service, nor due to his own negligence or misconduct or any cause within his own control, may continue in receipt of full pay during disablement for periods not exceeding :—

Men undergoing training for one month (30 days) or less	7 days
Men undergoing training for more than one month, but not more than two months (61 days)	14 ,,

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Men undergoing training for more than two months, but not more than three months (91 days)	21 days
Men undergoing training for more than three months, but not more than four months (121 days)	28 ,,
Men undergoing training for more than four months, but not more than five months (151 days)	35 ,,
Men undergoing training for more than five months	42 ,,

(*c*) A man who during training is disabled by injury or sickness due to his own negligence or misconduct or any cause within his own control may, unless previously discharged under clause 4, continue in receipt of full pay during disablement for periods not exceeding :—

Men undergoing training for less than three months (91 days)	Nil
Men undergoing training for three months (91 days)	11 days
Men undergoing training for more than three months, but not more than four months (121 days)	14 ,,
Men undergoing training for more than four months, but not more than five months (151 days)	18 ,,
Men undergoing training for more than five months	21 ,,

4. Officers and men disabled by injury or sickness due to their own negligence or misconduct or any cause within their own control, if they are unlikely to be fit for training or service :—

(*a*) Within 7 days if the period of training or service be for one month or less ;

(*b*) Within 14 days if the period of training or service be for more than one month, but not more than two months ;

(*c*) Within 21 days if the period of training or service be for more than two months, but not more than three months ; or

(*d*) Within 28 days if the period of training or service be for more than three months,

are to cease pay at once and are to be discharged to the shore as soon as fit to travel. Travelling expenses on discharge will not be allowed, but officers and men discharged abroad who have joined for training or service from the United Kingdom may be

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allowed passage thereto at Government expense at the first convenient opportunity.

5. Unless the Admiralty shall direct otherwise in any particular case, an officer or man domiciled in the United Kingdom who may be disabled during training or service abroad shall not be surveyed with a view to determining whether he is medically fit to remain a member of the Reserve until after his arrival in the United Kingdom, nor shall his full pay cease before such arrival, notwithstanding that the limits of full pay sick leave prescribed in this Article may be thereby exceeded, and that the normal period of his training or service may have expired previously, provided always that :—

(*a*) His disablement be not due to his own negligence or misconduct or any cause within his own control, and

(*b*) He return to the United Kingdom as soon as may be practicable after he is found fit to travel.

6. Whenever an officer or man during training or service in the Fleet sustains an injury on duty or while participating in games or other forms of physical recreation definitely organised by or with the approval of the proper Naval authority, a hurt certificate is to be prepared in accordance with K.R. & A.I., Article 1419.

7. During any period for which, on account of disablement, officers are not in receipt of pay, they should not be required to pay any mess subscription, but may be victualled from the sick mess if necessary.

188. Counting of Sickness as Training or Service.—All time for which full pay is issued within the normal period of an officer's appointment, or within the normal period of training of a man, shall count as training or service for the purposes of promotion and other benefits dependent upon the satisfactory completion of training or service, but time for which full pay may be continued after the normal expiration of an officer's appointment or a man's period of training under Article 187, clause 5, shall not be so reckoned.

2. The time within the normal period of an appointment which may be reckoned as part of the training or service of an officer to whom Article 187, clause 3.(*c*), applies shall be that prescribed in clause 3.(*b*) thereof for an appointment of corresponding duration, notwithstanding that full pay may not be issued for the whole of such time.

3. Similarly, the time within the normal period of training which may be reckoned as part of the training of a man to whom Article 187, clause 3.(*e*), applies shall be that prescribed in clause 3.(*d*) thereof for men undergoing training of corresponding duration, notwithstanding that full pay may not have been issued for the whole of such time.

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4. Officers and men may be retained after the expiration of the normal period of their training to complete the balance of any obligatory training then due (*i.e.*, the time by which the period of illness during the period of training exceeds the time permitted to count as training or service under the three preceding clauses), and if not so retained, will be required to complete it at a later date, in addition to any other training then due.

5. Promotion and other benefits dependent upon the satisfactory completion of training will be withheld until such time as the balance of training has been completed.

189. Compensation, etc., for Injuries Sustained at Drill or on Divisional Duty when not borne for Pay.—An Officer who is shewn to the satisfaction of the Admiralty to be suffering from disablement arising from injury or illness which is attributable to the performance of authorised training when not borne for pay, authorised drill or divisional duty, will be entitled to medical attention or reimbursement of such medical expenses as the Admiralty may consider reasonable and necessary, but in no case exceeding what would be allowed to a Naval officer of corresponding rank in similar circumstances (K.R. & A.I., Article 1439).

Medical treatment should be obtained from service sources or the local Surgeon and Agent whenever possible.

2. Should the injury or illness disable him from pursuing his civil employment and thereby cause him to suffer pecuniary loss, pay at the rate of his rank may, at the discretion of the Admiralty, be granted to him for a period not exceeding six months, provided that in a case of illness a claim is preferred within 12 months of the drill or duty in question.

3. A sum not exceeding 5*s.* a day may be granted at the discretion of the Admiralty to a rating who may be injured while undergoing drill or authorised training when not borne for pay, thus being rendered incapable of resuming his civil employment and thereby caused to suffer pecuniary loss. The injury is to be reported at once to the Admiral Commanding, and a hurt certificate signed by the Commanding Officer, a Medical Officer, and an eye-witness of the accident (to be an officer if possible) should accompany the report.

4. A similar allowance may be paid to a rating who is incapacitated by illness proved to the satisfaction of the Medical Director-General of the Navy to have been contracted in or by the performance of drill or authorised training when not borne for pay, and thereby caused to suffer pecuniary loss, but no claim will be allowed which is not preferred within 12 months of the drill in question.

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5. If, although the rating is able to follow his trade or calling, medical attendance is necessary in consequence of the injury or illness, his actual medical expenses up to a maximum of 5*s*. a day may be repaid but, should the rating be entitled to medical benefits under the National Insurance Act, only expenses necessarily incurred outside the scope of the Act will be repaid.

6. This sum of 5*s*. a day represents the maximum liability admitted by the Admiralty in settlement of all claims under this Regulation, both for compensation for pecuniary loss under clauses 3 and 4 and for medical expenses under clause 5. The allowance will be subject to deduction in respect of any expenses paid directly by the Admiralty for medical attendance, conveyance by ambulance, or other services. No reduction in the amount issuable under this clause will be made on account of the receipt of National Health Insurance Benefit.

7. The allowance is limited to the period during which the man is shewn to have been unable to follow his occupation or in cases arising under clause 5 above to the period during which medical attendance is necessary, and will not be paid in any case for a period exceeding six months.

8. Applications for pay allowances under this Article are to be forwarded to the Admiralty immediately the officer or man is able to resume his civil employment, and are to contain the following information :—

(*a*) The actual period for which the claimant was incapacitated from following his civil employment (supported by medical certificate).

(*b*) Nature of civil employment and rate of wages.

(*c*) Whether he suffered any pecuniary loss while so incapacitated ; if so, particulars of such loss are to be given supported by certificates from the claimant's employers, etc., detailing the period affected and the pecuniary loss sustained in respect of such absence from duty.

(*d*) Whether he was treated at a Naval hospital or sick quarters or by an Admiralty Surgeon and Agent, and, if not, by whom.

(*e*) If treated by a civil practitioner the amount of the expenses incurred supported by a receipted bill.

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SECTION III.

Bounty and Expenses of Attendance at Drills.

195. Annual Bounties will be granted to ratings on List I on the scale shewn below.

I.—SEAMEN AND COMMUNICATION BRANCH RATINGS.

	£	s.	d.
Training Grant.			
Paid to ratings other than Boys and Buglers, in the first year of first enrolment for 50 drills and 14 days' training; subsequently paid for 24 drills and, in first enrolment, further 28 days' training. (*See* clause 3. for detailed instructions)	3	0	0
NOTE.—New entries in their first year of enrolment who do not complete 50 drills and 14 days' training before the 31st October following date of entry will be eligible for this payment as soon as they have complied with these requirements, provided they do so within a year of enrolment.			
Efficiency Grant.			
Paid on reaching a satisfactory standard under Article 68, Clause 1 (*a*), (i) to (vii)	0	10	0
NOTE.—New entries in their first year of enrolment who have not reached this standard by 31st October following date of entry will be eligible for this payment as soon as they are qualified, provided this is within a year of enrolment.			
Extra Drills.			
1*s.* a drill in excess of those required for Training Grant up to a maximum of 20 performed during each year, which for this purpose extends from 1st November to 31st October. Not payable to men until they have qualified for Efficiency and Training grants nor for drills performed prior to 31st October following date of enrolment	1	0	0
Qualification in Branch.			
(*See* Clause 4)	0	10	0
	£5	0	0

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II.—Artificers, Artisans and Writers.

	£	s.	d.
Training Grant. As for Seamen and Communication Branch ratings above	3	0	0
Efficiency Grant. To be awarded at the discretion of the Commanding Officer of the Division to ratings who have carried out their duties in an efficient manner. (*See* note under Seamen and Communication branch ratings for payment to new entries) ..	0	10	0
Extra Drills. As for Seamen and Communication Branch ratings above	1	0	0
For performance of Sea Training. (*See* clause 5)	0	10	0
	£5	0	0

III.—Boys and Buglers.

	£	s.	d.
Training Grant. 1s. a drill up to a maximum of 50 drills performed during each year, which for this purpose extends from 1st November to 31st October	2	10	0

2. Drills.—Only drills performed at Headquarters or Outlying Units will count for Bounty purposes. (*See* Article 66, clause 1.)

3. Training Grant.—The £3 Training Grant for the 2nd, 3rd and 4th years of the first enrolment is divided into two equal parts of £1 10s. for each year, one part being payable for the completion of 24 drills in each of these years and the other part being dependent on training as follows :—

Training consists of a total of 28 days in addition to the obligatory 14 days in the first year, and until this 28 days has been completed the £1 10s. will be withheld in any one year unless 14 days training has been completed in that year ; the payment will, however, be retrospective on subsequent completion of the necessary training.

In calculating this 14 days, credit may be given for any days' training in a previous year in excess of 14.

For the award of Bounty, the qualification in branch course will not count as part of the above 28 days' training, but in order not to penalise a rating who wishes to qualify in

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branch, but is unable to carry out any further training in the same year, the 14 days required to qualify in branch may be taken as 14 days' training for the purpose of payment of the £1 10*s.* for training in that year, but it will not exempt a rating from completing the full 28 days' training required in respect of the other two years.

4. QUALIFICATION IN BRANCH—(*a*) *Seaman Ratings.*—Seaman ratings will be eligible for the payment of 10*s.* commencing in the Bounty year (1st November to 31st October) in which they qualify in the special branch to which they are allocated under Article 133, and will be entitled to a further grant for the remaining years of the current enrolment. In the same manner payment of this allowance during subsequent enrolments will commence in the Bounty year that ratings requalify and they will be eligible for further grants for the remaining years of that enrolment. No payment will be made for the Bounty years in each enrolment before ratings requalify and no payments will be made in retrospect, *i.e.*, if a man requalifies in his third year of re-enrolment, he will not be entitled to any payment for the two preceding Bounty years.

The following will be regarded as requalified in branch for the purpose of Bounty under this clause :—

(i) A seaman who qualifies or requalifies for non-substantive rating (Article 134).

A man in his second or subsequent enrolment who fails in a qualifying or requalifying course for non-substantive rating must, however, requalify in branch.

(ii) A Chief Petty Officer or Petty Officer not holding a higher non-substantive rating who requalifies in Gunnery or Torpedo (Article 134, clause 6).

(iii) A Chief Petty Officer or Petty Officer who undergoes at least 14 days of the Petty Officer's course (Article 135).

(*b*) *Communication Branch Ratings.*—The first payment to ratings of the Communication Branch will be made in the Bounty year in which they are rated Signalman or Telegraphist and payment for the remaining years of the current enrolment will be conditional on the rating qualifying in branch, *i.e.*, a man rated Signalman in his second year of enrolment will be paid the 10*s.* and provided he qualifies in branch in his third year he will be paid 10*s.* for that year and the last year of that period of enrolment. If, however, he is rated Signalman in his second year and does not qualify in branch until his fourth year, no payment will be made for the third year.

In the second and subsequent periods of enrolment communication branch ratings must requalify in branch, pass the course or

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part of the course for the next higher non-substantive rating, or requalify in non-substantive rating. A man who fails in a qualifying or re-qualifying course for non-substantive rating must, however, requalify in branch. Payment will be made in the same manner as for Seamen ratings in sub-clause (*a*) above.

5. ARTIFICERS, ARTISANS AND WRITERS.—In lieu of an award for qualification in branch, Artificers, Artisans, and Writers will be eligible for an annual grant of 10*s*. on completion of one period of 14 days' Naval training in each period of enrolment, provided that at the end of that period they obtain a certificate from the Commanding Officer of the ship or establishment to the effect that they are capable of performing the duties of their rating.

New entries in their first year will not be eligible for this award, and the period of training will, in the first period of enrolment, be in addition to the 42 days' obligatory training and will not be allowed to count for this award until the latter has been performed, but provided a man completes the additional period within the four years of his first enrolment, he will be entitled to an award of 10*s*. for the second, third and fourth year. Thus, a man who has completed his obligatory training and carries out his 14 days additional training in his third year will, on completion, be entitled to £1 and will receive a further 10*s*. the following year, and a man who is unable to carry it out until his fourth year will, on completion, qualify for 30*s*.

In the second and subsequent periods of enrolment, however, payment will *not* be made in retrospect, and to qualify for four grants of 10*s*. it will be necessary to complete the 14 days training in the first year of enrolment.

This grant is not payable in respect of Naval training when not borne for pay.

6. GENERAL.—The payment of Bounty is conditional upon the proper maintenance of a man's kit, and Commanding Officers are empowered to withhold payment from men whose kits are deficient or not in good order until the defects are remedied at the men's expense, but the Bounty due may be utilised for the payment of such expenses at the man's request.

The payment of Bounty may also be withheld in whole or in part by the Commanding Officer of the Division at his discretion from any man who has not, in his opinion, reached an efficient standard of training, or whose conduct as a member of the R.N.V.R. has not been satisfactory during the period in respect of which the Bounty is payable.

7. List II ratings are not eligible for Bounty but may be paid reasonable out-of-pocket expenses in the circumstances described in Article 4, clause 5.

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196. Claims for the Payment of Bounty are to be submitted on Forms R.N.V. 2, in duplicate, as soon as practicable after 31st October in each year, except in the cases described in Clauses 6 and 7 below. The names of ratings should be inserted alphabetically in the order of the classes to which they belong, as follows :—

I.—Ordinary Seamen, Signal, and Telegraphist ratings ; Boys ; and Buglers.

II.—Other Seamen, Signal, and Telegraphist ratings.

III.—Artificers ; Artisans ; and Writers.

Separate lists should not be prepared for each Sub-division. A separate list may, however, if desired, be prepared for each Outlying Unit.

2. Payment of the sums due will be authorised in due course by the Director of Navy Accounts, and no payment is to be made without such express authority being first obtained, nor is any payment to be made in excess of that authorised.

3. Payment is to be effected out of the public moneys in the custody of the Accountant Officer and brought to account in Cash Account No. 1. Should the balance of cash held be insufficient to meet the payments, a requisition for the sum expected to be required is to be made as provided in Article 286, clause 3.

4. Payment is to be effected in every possible case as early as practicable after the receipt of the authority to pay.

5. Payments made during Christmas Quarter are to be supported in Cash Account No. 1 by a certificate, signed by the Commanding Officer and the Accountant Officer, certifying the amount so paid. On 31st March the final certificate on page 1 of the Form R.N.V. 2 is to be completed, the amounts inserted in respect of Christmas Quarter agreeing with the certificate already rendered, and the form is then to accompany the Cash Account No. 1 for Lady Quarter, in support of the payments made.

6. Claims for payment of Training and Efficiency Grants to new entries under Article 195 are to be rendered in the manner shewn above on the first day of each month after the ratings have qualified for the payment.

7. Claims for payment of Bounty due to men who have been discharged for any reason are also to be forwarded to the Director of Navy Accounts in the manner prescribed above on the first day of each month for ratings who have been discharged during the previous month. Ratings discharged to the Royal Navy are to be shewn on a separate list and payment will be arranged by the Director of Navy Accounts. Men discharged to other of H.M. Forces will continue to be paid by the Commanding Officers of the R.N.V.R. Divisions.

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8. On the 1st November the lists mentioned in clauses 6 and 7 above are to be forwarded separately from the main claim from which the names of all ratings shewn in them are to be omitted.

197. Re-payment of Travelling Expenses for Attending Drills at Headquarters or Outlying Units.—In addition to Bounty payments, the actual expenditure on travelling to attend drills at Headquarters and Outlying Units will be refunded to ratings on List I including Boys and Buglers.

2. The amount paid for each attendance will not exceed the cheapest return fare between the man's place of residence and the drill ship or headquarters, or 1*s.*, whichever is the less. When travelling by motor car, cycle or other means of transport the rating may be paid the fare for the journey by public vehicle within the above limit. Payment will not be made for more than 50 attendances a year.

3. Payment will be made at intervals of not less than one month, on nominal rolls of the men concerned, shewing the number of attendances paid for and the men's receipts for the payment, and supported by a certificate signed by the Commanding Officer that the payments represent refunds of actual expenses paid by the men within the maximum laid down in this Article.

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SECTION IV.

Pensions and Gratuities.

205. Disability Retired Pay.—R.N.V.R. officers retired or discharged from the Reserve on account of injury or sickness certified by the competent medical authority as attributable to the conditions of training whilst borne for pay or service in the Royal Navy may, at the discretion of the Admiralty, be granted disability retired pay according to the substantive rank held by them immediately before retirement or discharge on the following scale :—

Percentage Degree of Disablement.	Captains and corresponding or higher ranks.	Commanders and corresponding ranks.	Lieutenant - Commanders and corresponding ranks.	Lieutenants and corresponding ranks.	Sub-Lieutenants and corresponding ranks. Commissioned officers from Warrant rank.	Midshipmen and Warrant officers.
	£	£	£	£ s. d.	£	£ s. d.
100 per cent.	300	250	200	175 0 0	150	125 0 0
Less than 100 per cent. but not less than 90 per cent.	270	225	180	157 10 0	135	112 10 0
Less than 90 per cent. but not less than 80 per cent.	240	200	160	140 0 0	120	100 0 0
Less than 80 per cent. but not less than 70 per cent.	210	175	140	122 10 0	105	87 10 0
Less than 70 per cent. but not less than 60 per cent.	180	150	120	105 0 0	90	75 0 0
Less than 60 per cent. but not less than 50 per cent.	150	125	100	87 10 0	75	62 10 0
Less than 50 per cent. but not less than 40 per cent.	120	100	80	70 0 0	60	50 0 0
Less than 40 per cent. but not less than 30 per cent.	90	75	60	52 10 0	45	37 10 0
Less than 30 per cent. but not less than 20 per cent.	60	50	40	35 0 0	30	25 0 0

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2. The general conditions governing the grant and cessation of disability retired pay shall be the same as those from time to time in force for officers of the Royal Navy, which are published in the Appendix to the Navy List.

3. Applications for disability retired pay are to be made to the Admiralty.

206. Disablement Pensions or Gratuities.—If a man sustains a wound or injury on duty, for which a hurt certificate is granted, or is invalided for a disability attributable to the conditions of service, while under Naval training and borne for pay, or when called out for active service, he will be granted the rate of disablement pension or gratuity allowable to a Naval rating for similar wound, injury or disability, and when the wound, injury or disability is sustained during mobilised service the pension or gratuity will be supplemented by any additions allowable in respect of time served or rank held during such service.

2. Men who are invalided from mobilised service for disability not attributable to the Service, will be eligible for the award of a gratuity in respect of each complete year of mobilised service rendered at the rate allowable to Naval ratings in similar circumstances.

3. Applications for pensions and allowances under this Article are to be made to the Admiralty.

207. Widows' Pensions, etc.—If an officer or man be killed or drowned in the service of the Crown, or die as the result of wound, injury, or disease directly attributable to the conditions of training whilst borne for pay or service in the Royal Navy, provided that his death occur within seven years of the wound or injury or after his first removal from duty on account of the disease, his widow and children, if any, or certain other dependent relatives, will be eligible for pension, allowances or gratuity at the same rates and under the same conditions as the widow and children or other dependent relatives of an officer or man of corresponding rank or rating in the Royal Navy.

2. Applications for pensions, allowances and gratuities under this Article are to be made to the Admiralty.

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CHAPTER X.

TRAVELLING EXPENSES.

210. Supply and Issue of Forms for Rail Conveyance.—Books of Railway Warrants (D.N.A. Form 800), Baggage Vouchers (D.N.A. Form 818), and Meal Orders (D.N.A. Form 899), will be supplied to Commanding Officers or Officer Instructors of Divisions, on application to the Director of Navy Accounts. The forms are to be used only for journeys authorised by Articles 211, 212, 214, and 215.

The counterfoils of used warrants (D.N.A. Form 800) may be retained for reference for a period not exceeding six months, and should then be returned to the Director of Navy Accounts. No book of warrants is to be kept in a Division for longer than two years without special authority. At the end of that period if the book is still required, the Director of Navy Accounts should be asked to authorise its retention for a further period.

2. Railway Warrants (Army Form B. 201a for large parties and Army Form B. 201c for small parties and individuals) for the use of officers and men travelling by rail on occasions provided for in Articles 213, 288 and 289 should be obtained from the office of the Admiral Commanding. The nature of the duty and a reference to the pertinent clause of the Regulations under which the warrants are issued must be inserted in the place provided thereon.

3. Consignment Notes (Form D. 80) should be issued to cover the charges for transportation by rail of stores, bedding, furniture, household effects, etc. The Railway Companies' charges between stations in Great Britain and to ports in Northern Ireland, Channel Islands and Isle of Man should be 3.2*d.* per ton per mile or the ordinary public rate, whichever is the cheaper. Cartage performed by the Railway Companies or their Agents is charged for at the ordinary public rates. Assistance in loading and unloading is to be given by those travelling, when available.

4. All Army Forms B. 201a or B. 201c and Consignment Notes (Form D. 80) must bear the signature of a responsible officer and should shew clearly, in the appropriate space, the title and address of the officer to whom the accounts should be rendered for settlement.

211. Travelling Expenses in Connection with Naval Training.—List I personnel proceeding to Naval training will be allowed actual reasonable travelling and subsistence expenses as for corresponding ranks and ratings in the Royal Navy from their homes to the place of training not exceeding the cost of journeys between the Divisions or Outlying Units to which they are attached and such places of

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training. List II Personnel will be allowed similar expenses, not exceeding the cost of the journeys from their usual place of residence.

Similar expenses will be allowed on completion of the period of training for which they are appointed.

2. Officers and men discharged to shore at their own request, before the completion of their appointments (Article 88, clause 5), who have not completed 14 days' training will be required to bear the cost of the journey back to their homes, and railway warrants, etc., should not therefore be issued.

If they are re-appointed for less than 14 days to complete the original period of training authorised they will also be required to bear the cost of the journey to the place of re-appointment, and they should not be furnished with railway warrants, etc., but on completion of such appointments they will be entitled to return at the public expense, under clause 1.

If the period of their re-appointment is 14 days or more the cost of both journeys connected therewith will be met from public funds.

3. Arrangements are to be made, when practicable, for personnel to reach their destination at a reasonable hour, but night travelling should be avoided if the journey can be completed in the day time. When it is impracticable for officers and men to travel on the actual date of appointment and they arrive at a Naval Port overnight, they should, if accommodation cannot be provided in the ships to which they are appointed, apply for accommodation in the Royal Naval Barracks. If no Service accommodation is available, they should obtain a certificate to that effect from the Accommodation Officer for attachment to their travelling expense claim.

4. Officers or ratings in charge of drafts, and members travelling singly, should be furnished with the following documents :—

(*a*) Route Order (Form S. 542) shewing the date and time of leaving Headquarters or Ship, numbers of railway warrants, baggage vouchers, and Meal Orders issued. In the case of parties a nominal roll must be attached.

(*b*) Railway Warrant (D.N.A. Form 800) to provide for the class of accommodation applicable to corresponding ranks of the Royal Navy. The route must not be stipulated by the issuing officer, or passenger, and, except as provided for Royal Navy personnel, only one warrant is to be issued for a complete journey.

(*c*) Baggage Voucher (D.N.A. Form 818), if necessary, to cover the cost of baggage in excess of the quantity allowed free on rail (*i.e.*, 112 lb. for first-class passengers and 56 lb. for third-class passengers).

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(*d*) Meal Orders (D.N.A. Form 899) to provide, as far as possible, for meals of Petty Officers and men en route. Meal Orders should not be issued for Chief Petty Officers. When large parties are travelling, arrangements are to be made beforehand for the provision of meals at certain places en route in exchange for Meal Orders.

5. The scale of Subsistence Allowance is as follows :—

Rank or Rating.	Whenever Absent a Night, or for every 24 hours of Absence.	Nine Hours or more and not Absent the Night.	Above 5, but under 9 hours.
	£ s. d.	s. d.	s. d.
Captains, Commanders and officers of corresponding rank	1 5 0	12 6	5 0
Lieutenant-Commanders, Lieutenants and officers of corresponding rank	0 18 9	9 4	3 9
All other officers	0 15 0	6 3	2 6
Petty Officers and men	0 7 6	3 9	1 6

6. BAGGAGE.—The baggage of men proceeding to or returning from training will be transported at home ports between the ship and the railway station by Service transport, and the use of private transport is unnecessary. At other than home ports the Commanding Officers of H.M. Ships will make arrangements as for ratings of the Royal Navy. On receipt of the report required by Article 85 clause 9, the Commanding Officer of H.M. Ship or depot will take the necessary action to provide transport.

Service transport for baggage of men crossing London should be arranged beforehand through the Admiralty (Director of Stores).

Whenever practicable, personnel should use the ordinary public means of conveyance for travelling between ships and stations and across London. Cab hire will only be allowed where the circumstances justify the extra expense.

7. USE OF OWN PRIVATE MOTOR CARS, ETC.—Officers and ratings wishing to use their own motor vehicles for duty journeys (including those to and from training) must obtain the permission of their Commanding Officer which can only be granted when such vehicles are insured under comprehensive policies covering journeys on official business. Subject to such permission, mileage and subsistence allowances will be payable at the rates and subject to the conditions applicable to corresponding ranks in the Royal Navy.

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No expenses whatever are repayable if cars are not sufficiently insured. When officers or ratings use private motor cars, not their own property, but fully insured as above, including the risk of personal injury to the driver, only actual reasonable out-of-pocket running expenses will be repayable, within a maximum equivalent to the flat rate of mileage allowance. The Admiralty will not accept any responsibility for any damage caused or sustained by privately owned motor vehicles used on official business.

8. TRAVELLING BY AIR.—Payments for the use of private aircraft for duty journeys will be made subject to the conditions applicable to corresponding ranks in the Royal Navy.

9. CLAIMS for travelling expenses incurred in proceeding to undergo training will be dealt with by the ship or establishment in which training is performed.

Claims for returning home on completion of training are to be forwarded to the Director of Navy Accounts, through the respective Commanding officers of Divisions.

When travelling warrants have not been issued, or have not been used, and a claim for the refund of a rail journey is made, the following particulars must be shewn on the claim :—

(*a*) The reason why a warrant was not obtained, or was not used.

(*b*) The number and date of the railway ticket purchased.

In the absence of this information only the cost of a Government rate journey will be allowed.

10. ADVANCES TO COVER TRAVELLING EXPENSES.—If, in exceptional circumstances, the Commanding Officer of a Division deems it necessary to authorise the payment of a small advance to a rating proceeding for training to meet expenses on his journey, it should be regarded as an advance of pay, and be notified immediately to the Accountant Officer of the ship or depot to which the rating is proceeding in order that the amount advanced may be charged against the man's pay account on the ledger.

Advances to meet expenses of ratings returning to their homes on completion of training should only be authorised in exceptional circumstances. Full details of the advance should be inserted on the Route Order (S. 542) and should also be communicated to the Director of Navy Accounts.

212. Rifle Practices, Boat Drills and Annual Inspections.—Officers and men undergoing instruction at rifle ranges in accordance with Article 74, or at boat drills, or attending annual inspections,

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away from their Divisions or Outlying Units, will be allowed the following expenses as a charge to Navy Votes :—

(*a*) *Travelling Expenses.*—Whenever practicable, the journey should be performed by rail and warrants (D.N.A. Form 800) issued therefor. Otherwise the most economical arrangements should be made.

(*b*) *Subsistence.*—Provided they are on duty on these occasions for more than five hours (*i.e.*, from the time of muster before proceeding for the drills, or exercises, to the time of final dismissal on return from such drills, or exercises, the time allowed for mustering and dismissal being limited to a total of one hour), subsistence at the rates laid down in Article 211, clause 5, will be allowed.

2. Claims for the repayment of these expenses must indicate the number of ratings and each rank of officer comprising the party, and also the times of mustering and dismissal.

213. Special Grant for Certain Travelling Expenses.—A special annual grant not exceeding £20 per sub-Division will be allowed to Commanding Officers of Divisions to meet travelling and subsistence expenses in connection with Divisional duties (other than those covered by Article 212) subject to the undermentioned conditions. The number of journeys permitted must necessarily be regulated with due regard to the amount available and the Commanding Officer will be advised by the Finance Committee on the expenditure.

(*a*) Reasonable travelling expenses will be allowed in connection with instruction, drills, exercises, and week-end camps or cruises organised for the promotion of Naval efficiency provided that the place of detached duty is not less than 5 miles distant from the Division or Outlying Unit to which the personnel are attached.

(*b*) Subsistence expenses not exceeding the rates laid down in Article 211, clause 5, will be allowed, provided that travelling expenses are admissible under sub-clause (*a*) and that the personnel are on duty on these occasions for more than 5 hours (*i.e.*, from the time of muster before proceeding for the drills, etc., to the time of final dismissal or return from such drills, etc., the time allowed for mustering and dismissal being limited to a total of one hour). Claims for these expenses must shew the times of mustering, dismissal, departure from and return to the Division or Outlying Unit.

(*c*) List II officers may be repaid their reasonable travelling and subsistence expenses in connection with their attendance at Divisional Headquarters under Article

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4, clause 5, provided funds are available after the year's expenditure under sub-clauses (*a*) and (*b*) has been provided for. In special circumstances claims that cannot be so met may be forwarded to the Admiralty for consideration.

Officers resident outside the area of their Division may only be repaid travelling and subsistence expenses for that part of the journey which is within the area of their Division.

2. Expenses will not be allowable to List I Officers on account of travelling between their homes and the Division or Outlying Unit to which they are attached. Grants towards the expenses of men on List I travelling to drill at Headquarters or Outlying Units are provided for in Article 197. For journeys covered by clause 1 (*a*), expenses not exceeding the cost of the journeys from their Divisions or Outlying Units will be allowed to officers and men on List I if they travel direct from their homes or places of business.

3. Subsistence will not be allowable for periods of duty at the Division or Outlying Unit to which members are attached.

4. Whenever practicable, journeys should be performed by rail, and warrants (Army Form, B. 201a or 201c—*see* Article 210, clause 2) issued accordingly to provide for the class of accommodation applicable to corresponding ranks of the Royal Navy.

5. Payment is not to be made to any member in the form of an allowance for expenses, but only on the basis of properly vouched accounts for expenses actually incurred.

6. The expenditure under this article should be accounted for in Cash Account No. 1 (Articles 285 and 286), claims from Railway Companies being settled as soon as received.

214. Claims by the Permanent Staff.—Claims for repayment of travelling expenses incurred by Officer Instructors are always to bear the signature of the Commanding Officer of the Division as the authorisation of the duty. Claims of other members of the Permanent Staff may be signed by the Officer Instructor. The exact nature of the duty must be indicated in every case.

2. Claims relative to duties of a Naval and Instructional nature will be settled by the Accountant Officer, Naval Reserves, but those connected with R.N.V.R. competitions, etc., must be met from the Central Fund or Divisional Contingent Fund.

3. Travelling and subsistence expenses will be allowed at the rates laid down for officers and men of the Royal Navy.

215. Removal Expenses of Permanent Staff.—On first appointment a Chief Petty Officer Instructor will be allowed a railway

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warrant between his place of residence in Great Britain or Ireland and his place of employment.

On confirmation in his appointment after the three months probationary period (Article 331, clause 6), an Instructor who is then eligible and has not previously been granted a free removal under K.R. & A.I. Article 1665, will be allowed a railway warrant for his wife and children (or refund of their travelling expenses to an amount not exceeding the Government rate if his family has moved to his place of employment before the date of his confirmation) and removal expenses for his furniture and household effects up to a maximum of 60 cwt.

If, however, he is not then eligible for a free removal under K.R. & A.I. Article 1665, he will be required to bear the first £3 of the cost of the travelling expenses of his wife and children, and the removal of his furniture and household effects.

On the completion of the full period of the engagement, or on discharge from the appointment for reasons not within his own control, and provided the removal is effected within a period of twelve months, a Chief Petty Officer Instructor will be allowed a railway warrant for himself, his wife and children, and also conveyance of furniture and household effects up to a maximum of 60 cwt. to any place in Great Britain or Ireland.

2. Shipkeepers and caretakers appointed to R.N.V.R. Divisions will be allowed the actual reasonable travelling expenses of themselves and of their wives and children, also conveyance of furniture, etc., not exceeding 35 cwt. :—

(*a*) on taking up the appointment ;

(*b*) on termination of appointment provided the appointment is held for not less than three years or is terminated earlier for reasons beyond the man's own control and subject to removal where allowable, being effected within twelve months of date of discharge.

3. Widows of Chief Petty Officer Instructors, Shipkeepers, and Caretakers will be allowed reasonable travelling expenses incurred by them and by their children in proceeding to their future homes, as well as the free conveyance of their furniture and effects not exceeding the regulated allowance. Railway warrants and consignment notes are to be used wherever practicable.

4. The term " children " is to be understood to include sons under 16 years of age, unmarried daughters dependent on and residing with their father, and sons over 16 years of age who, by reason of physical or mental infirmity, are necessarily dependent on their parents.

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5. The necessary railway warrants, consignment notes and instructions will be issued in all cases by the Director of Navy Accounts.

6. Actual reasonable expenses incurred in packing furniture and effects are allowable as a charge to Public Funds when removals are carried out at the cost of the Crown.

The term " actual reasonable expenses " is intended to cover the purchase of the necessary packing materials and small outlays for hired assistance, if required, but not such charges as would be incurred if firms were engaged to supply materials and pack. The amounts expended should ordinarily not exceed £2, and this sum is not to be exceeded except with the prior approval of the Admiral Commanding. The amounts so expended are to be supported by receipted vouchers, showing the nature and quantity of materials purchased. Materials purchased will become the property of the rating, and should be retained and utilised as far as possible in subsequent removals.

7. All claims connected with removals should be forwarded to the Director of Navy Accounts for approval before payment.

216. Permanent Staff Claims in Respect of Damage to and Loss of Furniture and Effects during Removal.—All claims for compensation for damage to and loss of furniture and effects during removal are to be submitted through the Commanding Officer to the Admiral Commanding, on the proper manuscript form, *vide* Appendix XV, as soon as possible after the receipt of the goods.

In the event of articles damaged not being rendered entirely unserviceable, estimates for repairing them are to be obtained from local tradesmen and forwarded with the claim. A copy of any correspondence with the Railway Company or Shipping Company in regard to loss or damage is also to accompany the claim.

2. On delivery, an inspection of the goods should be made and any damage or loss observed pointed out to the carrier and noted in writing on the receipt given. Where, on account of the goods being enclosed in packing cases, etc., immediate inspection of their condition is impossible, it should be stated on the receipt that the contents of these cases are unexamined. The examination of the contents should then be made at the first opportunity to enable a formal claim to be lodged as in clause 4, and any damage or loss discovered should be reported to the carriers in writing.

3. Where the residence is outside the area of Railway delivery, and cartage is done by contract, the owner of the furniture is to impress on the Contractor the necessity of noting on the Railway Company's receipt for the consignment " Damaged " if external

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damage is visible, or " Unexamined " if no damage is visible. In no case should a clear receipt be given.

4. Any undue delay may result in the Railway Company refusing liability on this ground, and it is of primary importance that the Railway Company should be notified of any damage or loss within three days of the delivery of goods. In addition, therefore, to the claim ordered to be rendered in clause 1, the Commanding Officer or the owner of the effects is to lodge a formal claim against the local Railway Authorities within three days of the delivery of the goods, *vide* specimen claim in Appendix XV.

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CHAPTER XI.

DISCIPLINE AT DIVISIONS.

220. Naval Forces Act.—The discipline of the R.N.V.R. is governed by the Naval Forces Act, 1903, and the Acts incorporated therewith, and by these Regulations.

2. Section 1 of the Naval Forces Act 1903 (*see* Appendix XVIII). and Articles 165 and 166, clauses 1, 4 and 5 of these Regulations are to be read to every rank and rating on joining; care is to be taken that he thoroughly understands them.

3. Every Officer and Petty Officer is to make himself acquainted with, duly observe, and obey, and, as far as in him lies, enforce the due execution of the Naval Forces Act, 1903, and the Acts incorporated therewith, and the Regulations for the R.N.V.R., together with all Regulations, Instructions, and Orders which may from time to time be given or issued by the Admiralty or by any superior officer, and shall in all respects conform his conduct to the customs and usages of His Majesty's Naval Service.

221. Inquiries.—The Commanding Officer of a Division may at any time order an inquiry into any matter which he may consider it expedient to investigate, and which comes within his power as Commanding Officer; but formal Courts of Inquiry can only be held under the authority of the Admiral Commanding, and in accordance with the King's Regulations and Admiralty Instructions.

222. Riots.—Officers and men of the R.N.V.R. when not called out for actual service remain, as ordinary subjects of His Majesty, bound in case of riots to use all reasonable endeavours according to the necessity of the occasion to suppress and quell such disturbances of the peace. They may, in common with all other subjects of His Majesty, be required by the Civil Authority to act as special constables for such purposes. When so employed they will be armed with the ordinary constable's staff, and will not wear uniform.

2. In cases of serious and dangerous riots and disturbances, the Civil Authority may require His Majesty's subjects generally, including officers and men of the R.N.V.R. not in actual service, to arm themselves with, and use, other weapons suitable to the occasion, and such other weapons may be used accordingly by officers and men of the Reserve according to the necessity of the case.

3. In the event of an attack upon headquarters, ships' armouries or stores, officers and men of the Reserve may combine and avail themselves of their organisation to resist it, and may use arms if the necessity of the occasion require it. Should it be necessary for

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them to use extreme measures, they should, whenever possible, give sufficient warning of their intention.

223. Representation of Complaints.—Meetings are not to be held by the members of the force for the purpose of expressing an opinion upon the acts of a Commanding Officer, or of recommending him to take a particular course of action ; nor are memorials to be drawn up to the same effect ; and no meetings, except those called together by, or under the authority of, the Commanding Officer of a Division or sub-Division, who will be responsible for doing so, will be recognised.

2. If any rank or rating has cause to think himself aggrieved, he will represent his case to the Commanding Officer of his sub-Division. Any appeal against the decision of the Commanding Officer of the sub-Division will be made through him to the Commanding Officer of the Division, and any further appeal will be made through the latter for the consideration of the Admiral Commanding.

224. Marks of Respect, etc.—Officers and men of the R.N.V.R., when in uniform, are to pay the customary marks of respect to such Officers of the Navy, Army, Air, and Auxiliary Forces as are entitled to be saluted by Officers and men of corresponding rank in their own Service.

2. Commanding Officers are to make every effort to keep Petty Officers distinct from the lower ratings and to imbue them with a proper sense of their disciplinary relation towards their subordinates.

3. On all occasions of men falling in, the Petty Officers are to be kept separate from the lower ratings, and when classes of instruction are formed, the Petty Officers are to be classed up by themselves.

4. The prefix " Chief Petty Officer " or " Petty Officer " is to be used by all ranks when addressing, or speaking of, men hold ng those ratings.

225. Summary Punishment by Fine.—Any Petty Officer or man who shall commit any offence cognisable by the Naval Discipline Act while under training or exercise, or under any prescribed duty in any shore drill establishment or drill ship, or elsewhere, ashore or afloat, and not being at the time borne on the books of any of H.M. Ships, may be dealt with summarily by the Commanding Officer of the Division to which he belongs, who may impose a fine not exceeding 40*s*. for such offence. Any offence which, in the opinion of the Commanding Officer, is too serious for summary treatment by him is to be reported without delay to the Admiral Commanding with a view to the discharge or dismissal of the offender.

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2. In default of payment of fines imposed under this Article, such fines shall be recoverable upon proceedings taken by the Commanding Officer of the Division in the manner prescribed by Section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and any Act amending the same and shall be received by the Commanding Officer on behalf of the Admiralty. (*See* Articles 301 and 302 as to mode of bringing to account.)

226. Disrating and Reversion.—Chief Petty Officers, Petty Officers and Leading Seamen of all branches may be disrated for misconduct or reverted for unsuitability by the Commanding Officer of their Division.

2. All cases of disrating or reverting are to be reported to the Admiral Commanding.

227. Civil Actions.—If any person belonging or having belonged to a Division neglects or refuses to pay any money due under the rules (if any) of his Division and actually payable by him, such money shall (without prejudice to any other remedy) be recoverable from him, with costs, at any time within 12 months after the same becomes due and payable, upon proceedings taken by the Commanding Officer of the Division in the manner prescribed by Section 48 of the Volunteer Act, 1863, and any Act amending the same, and when recovered shall be treated as directed in Article 302.

2. Any Volunteer who shall sell, pawn or lose any of his arms, clothes, accoutrements or ammunition, slops or necessaries or any of such articles provided for him, or refuse or neglect to return the same in good order to any person appointed by or under the authority of the Lord High Admiral or the Commissioners for executing the Office of Lord High Admiral to receive the same, shall for every such offence forfeit any sum not exceeding £3; and every person who shall knowingly and wilfully buy, take in exchange, receive in pledge or otherwise receive or conceal any arms, clothes, accoutrements or ammunition or slops or necessaries belonging to any such Volunteer or provided for him shall for every such offence forfeit and pay any sum not exceeding £10 and the treble value of all or any of the articles so bought, taken in exchange, received or concealed.

All such forfeits shall be recoverable upon proceedings taken by the Commanding Officer of the Division in manner prescribed by Section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and any Act amending the same. (*See* Section 19 of the Royal Naval Reserve (Volunteer) Act, 1859, and Articles 301 and 302 for instructions regarding mode of bringing to account).

3. If any person wrongfully destroys or wrongfully damages anything issued to him as a R.N.V.R. officer or rating, the value

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thereof shall be recoverable from him with costs upon proceedings taken by the Commanding Officer of the Division in the manner prescribed by Section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and he shall also for every such offence as aforesaid be liable on the prosecution in the manner aforesaid of the Commanding Officer of the Division who or whose subordinate officer issued the thing destroyed or damaged to a penalty not exceeding £5 (*See also* clause 2 above, and Articles 301 and 302 as to mode of bringing to account).

228. Political Meetings.—Members of the R.N.V.R. are not, individually or collectively, to attend, in uniform, political meetings or public political discussions or demonstrations.

229. Publications, Lectures, etc., relating to Naval Service.—All persons belonging to the R.N.V.R. are forbidden to write for publication, or to publish or cause to be published, either directly or indirectly, any matter or information relating to the Naval Service unless the permission of the Admiralty has been first obtained.

2. All such persons are further forbidden to deliver any lecture or read any paper at a public meeting, or to broadcast, on any subject connected with the Naval Service, unless a copy of such lecture or paper has been previously submitted to the Admiralty, and permission has been granted.

230. Assembly with Army and Royal Air Force.—When the R.N.V.R. are brought together under arms with any of His Majesty's Land or Air Forces on shore, the officer in command of the R.N.V.R. present shall take care that every one under his command complies with all the Regulations of the Land or Air Forces relative to the camp or ground on which they may be.

2. The R.N.V.R. will, however, be under Naval Discipline in the same manner as if they were on actual service. (*See also* Article 11).

231. Leave of Absence from Division.—Applications for leave of absence from Commanding Officers of Divisions are to be submitted to the Admiral Commanding. (*See* Article 239, clause 3).

2. Leave of absence to other officers, up to a maximum of six months, may be granted by the Commanding Officers of Divisions unless otherwise ordered at any time by the Admiral Commanding; applications for longer periods are to be submitted to the Admiral Commanding.

3. Care is to be taken that the addresses of officers on leave are recorded at the Headquarters; and changes of address should be at once notified.

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4. The approval of the Admiral Commanding is to be obtained before any officer or man of the R.N.V.R. proceeds on leave outside the United Kingdom. The maximum period for which such leave will be granted is one year, and officers desiring to remain abroad for any longer period may be required to resign their commissions or appointments. (*See* Article 85, clause 3, regarding training when on leave abroad).

5. Should an officer on List I be granted leave of absence for not less than six months, another officer of the Division may, if, necessary and subject to Admiralty approval, be granted temporary acting higher rank, provided that :—

(*a*) The total number of officers authorised in Article 6 for the Division is not exceeded.

(*b*) The officer so appointed is absorbed, or reverts to his former rank, at the expiration of such leave of absence.

(*c*) No additional expense to the Crown is incurred.

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CHAPTER XII.

DECORATIONS, MEDALS, AND GOOD CONDUCT AND SERVICE BADGES.

235. Wearing of Orders, etc.—Orders, Decorations, and Medals are to be worn in conformity with the Regulations for Naval uniforms published in the Appendix to the Navy List.

236. The Volunteer Officers' Decoration will be granted to officers of the R.N.V.R. under the following conditions.

2. ELIGIBILITY.—Officers must have 20 years' service, which need not be continuous. Honorary Service will not be allowed to count. The following will be allowed to count towards the 20 years :—

(*a*) All officers' service over 17 years of age in the R.N.V.R. (including time as Midshipman, R.N.V.R.), and all commissioned service in the Royal Naval Reserve, in the Army Volunteer or Territorial Force, or in a contingent of the officers' Training Corps.

(*b*) Half the time served as a rating of the R.N.V.R. or Royal Naval Reserve, or in the ranks of the Army Volunteer or Territorial Force, or as a cadet in a senior Contingent of the Officers' Training Corps from the age of 17. Service in the ranks of a junior contingent of the Officers' Training Corps from the age of 15 will also count as half time, provided that the unit formed part of the organisation existing before 21st May, 1910.

(*c*) All previous service qualifying for the Colonial Auxiliary Forces Efficiency Decoration.

(*d*) Officers who belonged either to the R.N.V.R., R.N.R., or R.N.A.S.B.R., as officer or man, on 4th August, 1914, may count mobilised service in any branch of the Naval Forces (including that under special Admiralty Agreements, T. 124 and its variants) or in the Army or Royal Air Force, from 4th August, 1914, to date of demobilisation or dispersal, as double in the case of officer's time or full in the case of man's time.

(*e*) Mobilised service qualifying for the R.N.V.R. Long Service and Good Conduct Medal (*see* Article 237) may count in full instead of half only as in time of peace.

(*f*) Officers and men who transfer to the R.N.V.R. from the Territorial Force before completing time for the Territorial Force Decoration or Medal, and have not qualified

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for either in respect of service during the Great War (1914-1919), may count any service allowed to count towards those decorations.

3. APPLICATIONS for this decoration are to be made in writing by the Commanding Officer of the Division to the Admiral Commanding for the consideration of the Admiralty, each case being supported by a statement of the applicant's service on Form R.N.V. 11. The decoration being granted as a reward for good and long service, Commanding Officers should in each case state in general terms the reasons which, in their opinion, give the applicant a claim to receive the decoration. The decoration, if awarded, will be issued from the branch of the two Services in which the officer shall have served the greater portion of his last 10 years of qualifying service.

4. The letters " V.D." will be inserted in the Navy List against the name of the officer to whom the decoration is given.

5. An officer who has previously been granted the R.N.V.R. Long Service and Good Conduct Medal, and is subsequently granted the Volunteer Officers' Decoration, may wear both medal and decoration.

6. Any officer on whom this decoration has been conferred may be deprived of it, with His Majesty the King's approval, if convicted of any act derogatory to his honour as an officer or a gentleman.

237. The R.N.V.R. Long Service and Good Conduct Medal will be granted to men of the R.N.V.R. after 12 years qualifying service as defined below, provided that during such service their character has never been assessed below " Very Good." Those who serve for a further period which would again qualify them for the award of a medal may be awarded a clasp to the medal. The clasp may also be granted under the same conditions to officers who have received the medal, provided they are not eligible for the award of the Volunteer Officers' Decoration. The medal or clasp may be granted to men who have quitted the R.N.V.R., if they are qualified.

2. The following will be allowed to reckon as qualifying service, which need not be continuous.

(*a*) Service in the R.N.V.R. as " Efficient." Men who served in the R.N.V.R. during the Great War (1914-1919) may be regarded as " Efficient " for two years from date of demobilisation.

(*b*) Service from the age of 15 in the R.N.V.R. Boys Corps or Royal Naval or Royal Marine Volunteer Cadet Corps, provided enrolment in the R.N.V.R. occurred within six months of leaving the Boys Corps or Cadet Corps.

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(*c*) Men who belonged to the R.N.V.R., R.N.R. or R.N.A.S.B.R. on 4th August, 1914, may count mobilised service in any branch of the Naval forces (including that under any special Admiralty Agreements, T. 124 and its variants), or in the Army or Royal Air Force, from 4th August 1914, to date of dispersal, as double time.

Men who did *not* belong to the above Reserves on 4th August, 1914, may count service in the Royal Navy, the Regular Army or the Royal Air Force during the period 4th August, 1914, to 31st December, 1921, as single time.

Temporary service in the Royal Navy, in response to a call for volunteers, will count as single time towards the qualifying period for the award of this medal, and the medal may be awarded during such temporary service, if due.

Except as provided above, service with the Regular Forces, Militia or Special Reserve will *not* count.

(*d*) Service in the Territorial Army, as officer or man, of R.N.V.R. ratings who did not qualify for either the Territorial Efficiency Decoration or Medal in respect of service during the Great War (1914-1919), provided that the last five years have been served in the R.N.V.R.

(*e*) Service with the Auxiliary Forces, including service qualifying for the Colonial Auxiliary Forces Long Service Medal, provided the last five years have been served in the R.N.V.R.

(*f*) Service from the age of 15 in the ranks of a junior contingent of the Officers' Training Corps, provided the unit formed part of the organisation existing before 21st May, 1910, and the man concerned entered the R.N.V.R., within six months of leaving the contingent.

(*g*) Service from the age of 15 in a Cadet Corps or Cadet Battalion of the Army Volunteers.

3. An officer who has previously been granted the R.N.V.R. Long Service and Good Conduct Medal, and is subsequently granted the Volunteer Officers' Decoration, may wear both medal and decoration.

4. APPLICATIONS should be made on Form R.N.V. 12 to the Admiral Commanding, who will determine the validity or otherwise of any claim.

5. FORFEITURE OF MEDAL.—When the conduct of a member after he has been awarded the medal is considered to be such as to disqualify him from wearing it, he may be deprived of it by the

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Admiral Commanding. The deprivation will be reported to the Admiralty.

6. Loss of Medal.—When it is desired to replace a medal which has been accidentally lost by the holder, a declaration must be made before a Magistrate, or before a Commissioned Officer of the R.N.V.R., stating the circumstances in which the loss occurred, and the name, rank, and official number of the man to whom the medal belonged. This declaration will be sent to the Admiralty through the usual channel in the case of a man who is still serving, and direct in the case of one who has retired. The medal will be replaced, on payment, if the explanation as to its loss is considered satisfactory.

238. Good Conduct Badges.—R.N.V.R. ratings are eligible for the award of R.N. Good Conduct Badges in respect of Mobilised Service as Reservists, and/or former Active Service in the R.N., R.M., Army, or Royal Air Force, under the same conditions and restrictions as men of the Royal Navy.

2. Except when R.N.V.R. ratings are mobilised, R.N. Good Conduct Badges are only to be granted to them under the authority of the Admiral Commanding, who will refer the applications to the Admiralty for verification of the former service claimed.

239. Good Service Badges (unpaid), not exceeding three in number may be conferred gratuitously on men of and above the rating or relative rating of Able Seaman. The gratuitous issue for each badge awarded is to consist of one gold stripe, one red stripe and two blue stripes (but *see* clause 12).

2. These badges are intended to reward efficient service and good behaviour during a man's service in the R.N.V.R., and may be awarded only under the authority of the Commanding Officers of R.N.V.R. Divisions.

The award of these badges will lapse on mobilisation, but deprivation and restoration of any badges held on mobilisation will take place as provided in clauses 7 and 8. A warrant is not required for the deprivation of a badge or badges.

3. Delegation of disciplinary powers in connection with the award, deprivation or restoration of these badges is not to be made without the prior approval of the Admiral Commanding. Commanding Officers of Divisions proceeding abroad, or whose absence from Divisional duties is likely to be prolonged, should make the necessary application before leaving.

4. These badges will be unpaid.

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5. The following periods of service will be required to qualify for the award of a badge :—

For one badge	4 years.
For two badges	8 ,,
For three badges	12 ,,

The whole of a man's service in the R.N.V.R., including time served in H.M. ships and establishments when under training, may be counted as qualifying service with the following exceptions :—

(*a*) Time served in the rating of Boy or before attaining the age of 18.

(*b*) Time prior to absence from the R.N.V.R. for five years or more.

NOTE.—Time between demobilisation after the Great War (1914-1919) and enrolment in the reconstituted R.N.V.R. will not count.

6. In addition to the necessary periods of qualifying service, the following conditions for the award of the badges must be fulfilled :—

(*a*) The rating must have qualified as " Efficient " at his Headquarters or Outlying Unit on the following number of occasions, not necessarily consecutive :—

For the first badge..	4
For the Second badge	8
For the Third badge	12

(*b*) His conduct during the two years immediately preceding the award of each badge must have been not lower than V.G.

7. A badge or badges may be forfeited as a penalty for any offence which, in the opinion of the Commanding Officer of the Division, is of sufficient gravity to warrant that course, subject to the approval of the Admiral Commanding, to whom should be submitted a statement of the offence or offences.

The power to deprive R.N.V.R. ratings of Good Service Badges is not vested in Commanding Officers of H.M. Ships or establishments in which men may be embarked in peace time.

A higher character than Good is not to be awarded to a rating for the year in which he has been deprived of a badge.

8. Forfeited badges may be restored on the completion of six months' V.G. time for each badge, provided that during the period in question the rating's behaviour has been to the satisfaction of the Commanding Officer of the Division.

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9. A record is to be kept in each Division shewing all deprivations of badges, and the offences for which these penalties have been inflicted. This record is to be produced at Annual Inspections.

10. All awards, deprivations and restorations of badges are to be noted on Service Certificates.

11. Badges will be similar in design to the R.N. Good Conduct Badge, but the width of the stripe will be $\frac{5}{16}$ inch only.

12. Badges are to be worn on the left arm, in the same manner as the R.N. Good Conduct Badge. When more than one Good Service Badge is worn, the distance between them is to be $\frac{5}{16}$ inch—measured perpendicularly.

Ratings entitled to wear Good *Conduct* Badges may also wear Good Service Badges in conjunction with them, but the combined number must not exceed three. Good Conduct Badges are to be worn superior to Good Service Badges, the distance between the lower Good Conduct Badge and the higher Good Service Badge being $\frac{1}{2}$-inch—measured perpendicularly.

Chief Petty Officers will not wear these badges.

13. Good Service Badges are *not* to be noted on Form R.N.V. 16 (List of R.N.V.R. Ranks and Ratings for Training afloat or in Naval Schools.)

240. Royal Humane Society's Awards.—Applications for Royal Humane Society's awards, for actions performed by members of the R.N.V.R. when on duty, should be made to the Admiral Commanding on the form referred to in K.R. & A.I. Article 1146.

2. In forwarding such requests, Commanding Officers of Divisions should state whether any application for the award has been forwarded from any private source.

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CHAPTER XIII.

RETIREMENT, RESIGNATION AND DISCHARGE.

SECTION I.

Officers.

245. Authorised Retired Ranks.—The Retired List will be composed of officers of the under-mentioned ranks, and officers will be placed thereon at the discretion of the Admiralty under the conditions set out in Article 246.

2. Retired officers are to report themselves by letter, giving their permanent addresses, to the Admiral Commanding, on or shortly after 1st January each year, in order to ensure that their names are retained in the Navy List.

Executive Officers.

Commodore
Captain
Commander
Lieutenant-Commander
Lieutenant
Signal Lieutenant
Telegraphist Lieutenant
Commissioned Boatswain
Commissioned Signal Boatswain
Commissioned Telegraphist
Boatswain
Signal Boatswain
Warrant Telegraphist

Special Branch Officers.

Commander (Sp.)
Lieutenant-Commander (Sp.)
Lieutenant (Sp.)

Engineer Officers.

Engineer Commander
Engineer Lieutenant-Commander
Engineer Lieutenant
Commander (E)
Lieutenant-Commander (E)
Lieutenant (E)

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Medical Officers.
Surgeon Captain
Surgeon Commander
Surgeon Lieutenant-Commander
Surgeon Lieutenant

Dental Officers.
Surgeon Lieutenant-Commander (D)
Surgeon Lieutenant (D)

Accountant Officers.
Paymaster Commander
Paymaster Lieutenant-Commander
Paymaster Lieutenant

246. Qualifications for Retired Ranks.—Officers on the Active List of the ranks shewn in Article 245 are eligible to be placed on the Retired List in the rank held on retirement, provided that—

(*a*) They have completed 15 years' service in the R.N.V.R. This requirement may be waived in special circumstances, *e.g.*, if an officer has rendered exceptional services in the interests of the R.N.V.R.

NOTES.—(i) In the case of Commissioned Officers who entered as ratings, a minimum of 5 years of their service must have been in Commissioned rank.

(ii) Warrant Officers must have a minimum of 5 years' service in Warrant rank.

(iii) Time served under the age of 18 will not count towards the time required.

(*b*) Their services are certified as good, and they hold satisfactory certificates for instructional training and service afloat.

2. Promotion on or after retirement will not be granted except as provided in clauses 3 and 4.

3. Higher rank on the Retired List may be granted as indicated below to officers holding certain ranks on the Active or Retired Lists *on the 7th October, 1931*, subject also to the conditions of clause 1. As a general rule, a step in rank on the Retired List will not be granted under this clause to an officer who, at the time of retirement, is seriously in arrear with obligatory training, unless he would have been fully eligible for the step had he retired before becoming in arrear with such training.

4. Commissioned Officers from Warrant Rank with not less than three years' service as such may be granted, at the discretion of the Admiralty, the rank of Lieutenant on retirement.

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Rank held on 7th October, 1931.	Higher Retired Rank that may be Granted.	Qualifications required in addition to those set out in Clause (1).
Commander ... .. Surgeon Commander .. (Active or Retired)	Captain .. .. .. Surgeon Captain	Must have— (i) Held the rank of Commander on the Active List; (ii) Attained 5 years' seniority on the Active and Retired Lists combined; (iii) Performed specially good service in the interests of the R.N.V.R. or of the Naval Service generally while on the Active List, or exceptionally after Retirement.

Note.—Officers of these ranks who, during their Active Service career in the R.N.V.R. shall have distinguished themselves in action with the enemy, may be granted the retired rank of Captain or Surgeon Captain, irrespective of these qualifications.

Lieutenant-Commander.. Engineer Lieutenant-Commander Surgeon Lieutenant-Commander (not (D)) Paymaster Lieutenant-Commander (List I only) (Active or Retired)	Commander .. .. Engineer Commander .. Surgeon Commander Paymaster Commander	Must have— (i) Held the rank of Lieutenant - Commander on theActive List; (ii) Attained 2 years' seniority on the Active and Retired Lists combined; (iii) Attained the age of 40.

Note.—Officers of these ranks who have been mentioned in despatches for meritorious service, or who have performed specially good service, may be granted the higher rank on *retirement* if they have attained the age of 40, irrespective of length of service in the rank or relative rank of Lieutenant-Commander.

Lieutenant .. .. Engineer Lieutenant .. Surgeon Lieutenant .. Surgeon Lieutenant (D).. Paymaster Lieutenant .. (Retired List)	Lieutenant-Commander Engineer Lieutenant-Commander Surgeon Lieutenant-Commander Surgeon Lieutenant Commander (D) Paymaster Lieutenant-Commander	Must have— (i) Held the rank of Lieutenant on the Active List; (ii) Medical and Dental Officers—attained 6 years' seniority; Other Officers— 8 years' seniority on the Active and Retired Lists combined.
Sub-Lieutenant .. .. Paymaster Sub-Lieutenant (Active List)	Lieutenant .. .. Paymaster Lieutenant	The higher rank may be specially granted on retirement.

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247. Compulsory Retirement for Age.—The ages for compulsory retirement are shewn below.

2. These ages will not apply to officers of the rank of Lieutenant-Commander and above who were serving as officers in the R.N.V.R. on mobilisation for the Great War (1914-1919). They will be subject to compulsory retirement under the age limits prescribed for the corresponding ranks in the Royal Navy.

3. In exceptional cases, officers whose services are especially valuable may, at Admiralty discretion, be granted an extension of service for a maximum period of five years.

Any recommendation for extension should be forwarded to the the Admiral Commanding at least two months prior to the date the officer concerned is due for retirement.

Executive and, where applicable, Engineer Officers.

Captains at 55, or after 8 years' service in that rank, whichever is earlier.

Commanders at 47, or after 8 years' service in that rank, whichever is earlier.

Lieutenant-Commanders at 42, or after 6 years' service in that rank, whichever is earlier. In exceptional cases and provided the officer is on List I and his retention is strongly recommended by his Commanding Officer as being in the interest of the Division, the age limit may be extended by the Admiral Commanding to 45 and the seniority in rank ignored. (*See* Clause 3 above, regarding recommendations).

Warrant Officers, Commissioned Officers from Warrant rank and officers promoted therefrom at 52.

Special Branch Officers.

Commanders (Sp.), Lieutenant-Commanders (Sp.), and Lieutenants (Sp.) at 45.

Chaplains.

Chaplains at 50.

Medical and, where applicable, Dental Officers.

Surgeon Captains at 57.
Surgeon Commanders at 55.
Surgeon Lieutenant Commanders at 45.

Accountant Officers.

Paymaster Commanders at 50.
Paymaster Lieutenant-Commanders at 45.

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248. Compulsory Removal, etc.—No officer will be discharged from the R.N.V.R. for any reason without the approval of the Admiral Commanding.

2. An officer may be discharged or required to resign at any period of his service for—

(*a*) Misconduct ;
(*b*) Inefficiency ;
(*c*) Unsuitability ;
(*d*) Physical unfitness.

3. Officers who fail to obtain the requisite qualifications for confirmation or promotion will be liable to removal as follows :—

(*a*) Probationary Officers, if not confirmed within two years from date of appointment.
(*b*) Midshipmen (confirmed), if not qualified for promotion to Acting Sub-Lieutenant within three years from date of appointment as Probationary Midshipman.
(*c*) Acting Sub-Lieutenants if not promoted to Sub-Lieutenant within two years from the date of promotion to Acting Sub-Lieutenant.
(*d*) Sub-Lieutenants, if not qualified for promotion to Lieutenant after four years, including acting *but not* probationary time as Sub-Lieutenant.

4. Any officer who does not in any year attend the prescribed number of drills to qualify him as " efficient," or who for four consecutive years fails to perform the prescribed obligatory training, will be removed and, if eligible, placed on the Retired List, unless the Admiralty in special circumstances may consider it desirable to relax this regulation. The four years will be reckoned from 1st January following the date on which an officer completed his last period of Naval training, irrespective of whether such training was performed in advance or not.

5. Officers on List I who cease to reside in the area of the Division to which they are appointed will be required to resign unless they are transferred to another Division or to List II.

249. Resignation.—Officers of the R.N.V.R., when not called out, will be permitted to resign their commissions or appointments at the discretion of the Admiralty.

2. Applications to resign should be forwarded by Commanding Officers to the Admiral Commanding.

250. Discharge to Join other of H.M. Forces.—No R.N.V.R. officer may enrol in any other of H.M. Forces, whether Regular,

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Reserve or Territorial, without permission from the Commanding Officer of his Division, who will obtain approval for his discharge from the R.N.V.R. from the Admiral Commanding.

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SECTION II.

Discharge—Ratings.

255. Discharge at Conclusion of Enrolment.—On the completion of each term of four years' enrolment, men will be entitled to their discharge from the Reserve provided they are not at the time required by Royal Proclamation for active service in the Royal Navy.

256. Discharge for Misconduct, Unsuitability or Physical Unfitness.—Any man may be discharged from the R.N.V.R. for misconduct, unsuitability or for physical unfitness. A man discharged for misconduct is liable, at the discretion of the Admiralty, to forfeiture of all Bounty due to him at the date of his discharge. Each case is to be referred to the Admiral Commanding for decision, giving full details. If the rating has been informed of the application for his discharge, his kit should be returned to the Division, if possible; and the application should indicate the value of any articles missing or unduly worn, and whether the amount of bounty earned is sufficient to offset it.

2. Any man who does not in any year attend the prescribed number of drills to qualify him as "efficient," or who fails to perform the prescribed obligatory training will be liable to discharge from the R.N.V.R.

3. Any man becoming eligible for the award of a pension or allowance, whether temporary or permanent, on account of disability or injury, will be liable to discharge from the Reserve, but if the disability or injury does not render him unfit for service in the Reserve the Admiralty may sanction his retention on the condition that the pension or allowance ceases for periods of training during which full pay is drawn. Discharge, in the case of temporary awards, will be subject to reconsideration on the cessation of the disability pension or allowance provided that the man applies for re-entry immediately and is then eligible under the Regulations. When a man is re-enrolled after cessation of a temporary disability pension, the Ministry of Pensions (if the pension was awarded by that department) or the Director of Navy Accounts (if the pension was awarded by the Admiralty) is to be informed.

257. Discharge by Purchase.—In pursuance of the authority conferred upon the Admiralty by the Naval Forces Act, 1903, the provisions of the Volunteer Act, 1863, relating to the powers of R.N.V.R. ratings to quit the force, when not on actual service, are adapted as follows.

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2. Except when on actual service, a man may obtain his discharge from the force :—

(*a*) On giving the Commanding Officer of his Division three months' notice in writing of his intentions to quit the force.

(*b*) On delivering up in good order (fair wear and tear only excepted) all arms, appointments and kit if under four years' service, being public property or property of his Division, issued to him ; or on making sufficient compensation for any loss thereof or damage thereto.

(*c*) At the discretion of the Commanding Officer of his Division, paying purchase money not exceeding £5 ; the more nearly the period of enrolment or re-enrolment has been completed, the smaller the sum to be paid.

3. If any man gives such notice and the Commanding Officer refuses to grant him his discharge, and he considers himself aggrieved thereby, the man may appeal to a court of summary jurisdiction for the county or place in which the Headquarters of his Division are situate, and not being members of the force, who shall hear and determine the appeal, and may for the purpose thereof administer oaths and examine any person as a witness ; and if it appears to such court that the arms and appointments issued to the man being public property or property of his Division have been delivered up in good order (fair wear and tear only excepted), or that he has paid, or is ready to pay, sufficient compensation for any loss thereof or damage thereto, and that all money due or becoming due by him under these regulations or the rules (if any) of his Division including purchase money under Clause 1 (*c*) above, either before or at the time or by reason of his quitting it, has been paid, such court may order the Commanding Officer forthwith to strike such man out of the roll of his Division, and their determination shall be binding on all parties.

4. One-half of the purchase money paid will be refunded to any man who rejoins the R.N.V.R. within two years of his discharge by purchase.

258. Discharge to Join other of H.M. Forces, etc.—No R.N.V.R. rating may enrol in any other of H.M. Forces, whether Regular, Reserve or Territorial, without permission from the Commanding Officer of his Division, who will obtain approval for his discharge from the R.N.V.R. from the Admiral Commanding.

2. When ratings are permitted to enrol in any of the Regular Forces of the Crown, the provisions of Article 257 clause 2 (*c*) will be waived. (*See* Naval Forces Act, 1903, Section 1 (2), and Royal Naval Reserve (Volunteer) Act, 1859, Sections 18 and 22).

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3. Should a rating be accepted for entry in the Royal Navy or Royal Marines, mobilised war service will, at Admiralty discretion, be allowed to reckon for Naval or Marine purposes, provided that :—

(*a*) Such service is declared on entry.

(*b*) The entry takes place within five years of demobilisation from Active Service.

(*c*) No part of mobilised service for which a character below "Fair" has been awarded will be allowed to count for pension purposes; and

(*d*) Mobilised service will not be allowed to count as double time for any purpose.

4. Time served under training in the Royal Navy whilst the man was in the R.N.V.R. will count towards the award of Good Conduct Badges under the conditions and limitations laid down in the King's Regulations, but not towards pension, nor will engagements entered into by candidates be antedated to cover such periods of training.

5. A rating accepted for entry into the Royal Navy will, on discharge from the R.N.V.R., retain his R.N.V.R. kit, and on entry into the Royal Navy will receive a free issue of the clothing required to complete the regulation R.N.V.R. kit to the free Naval kit. A list (in duplicate) of the free kit issued to the rating concerned, on the appropriate form R.N.V. 6 or R.N.V. 7, is to accompany the other Service documents transmitted to the Recruiting Staff Officer, R.N. and R.M., by whom the entry into the Royal Navy is being arranged.

6. A rating entered in the Royal Marines will receive a free uniform in lieu of his R.N.V.R. kit, his R.N.V.R. kit being dealt with under Article 58, para. (*a*).

7. Any man on the Hired List of any of H.M. Naval Establishments who may at any time be transferred to the Established List is to be discharged from the R.N.V.R. as from the date of establishment.

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CHAPTER XIV.

CIVIL AND DIVISIONAL RULES.

264. Adaptation of Volunteer Act, 1863.—In pursuance of the authority conferred upon the Admiralty by the Naval Forces Act, 1903, the provisions of the Volunteer Act, 1863, relating to rules and property of the Reserves, are adapted as shewn in the following Articles.

265. Divisional Rules.—The Officers and men of a Division may from time to time make rules for the management of the private property, private finances, and *civil* affairs of a Division, and may alter and repeal any such rules; but any such rules shall not have effect unless and until they shall be approved by the Admiralty, and upon such approval the same shall be binding on all persons.

2. A copy of the rules in print or writing, or partly in print and partly in writing, certified under the hand of the Commanding Officer of the Division, as a true copy of the rules, whereof the Admiralty's approval has been notified as aforesaid, shall be conclusive evidence of the rules of that Division.

266. Divisional Property.—All money subscribed by, or to, or for the use of any Division, or of any sub-Division in such Division, and all effects belonging to such Division or sub-Division respectively or lawfully used by it, not being the property of any individual officer, petty officer, or man, or member of the Instructional Staff, and the exclusive right to sue for and recover money due to the Division or to any such sub-Division as aforesaid, shall vest in the Commanding Officer of the Division for the time being and his successors in office, with power to him and his successors to sue, to make contracts, and to do all other lawful things relating thereto; and any civil or criminal proceedings taken by virtue of the present section by the Commanding Officer of a Division shall not be discontinued or abated by his death, resignation, or removal from office, but may be carried on by and in the name of his successor in office.

267. Committees.—The property of the Division is vested in the Commanding Officer, but committees to aid him in the financial and civil business of the Division are to be appointed once a year.

2. The committees shall for ordinary purposes be two, a Finance Committee and a General Purposes Committee.

3. The Commanding Officer shall have power to convene a special meeting of any committee at one week's notice.

4. Honorary officers may take part in the civil affairs of the Division, but they are not eligible for election on either the Finance or the General Purposes Committee.

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268. Finance Committee.—The Finance Committee shall be appointed by the Commanding Officer and shall consist of the Accountant Officer and at least two other officers.

2. The management of the Divisional Contingent Fund and Special Grant made to the Division shall be vested in this committee, but all dealings with these funds shall be subject to the approval of the Commanding Officer.

3. The Finance Committee is to meet at least once a quarter.

4. The Accountant Officer or his assistant will act as Honorary Secretary and record the minutes of the meetings.

5. No substitute shall be permitted for any member and any vacancy occurring during the year is to be filled up forthwith.

269. General Purposes Committees shall be appointed by the Commanding Officer of the Division for the Headquarters and also for each Outlying Unit. The committee for the Headquarters shall consist of the Commanding Officer, Officers Commanding sub-Divisions and the Accountant Officer; for Outlying Units, of the Commanding Officer of the Division, the Officers Commanding the sub-Divisions of the Outlying Unit concerned, the Accountant Officer, and one additional officer (selected by the Commanding Officer of the Division from the Outlying Unit concerned). Five members shall form a quorum, except that where two sub-Divisions form the Headquarters of a Division, or two sub-Divisions are established at one place as an Outlying Unit, three shall form a quorum, and in the case of a single outlying sub-Division, two shall suffice.

2. An Honorary Secretary shall be appointed annually by the Committee, and any vacancy occurring during the year shall be filled up by the sub-Division concerned, due notice being given to the Honorary Secretary.

270. The General Purposes Fund at the Headquarters or Outlying Unit of any Division shall consist of donations and subscriptions from private sources, and shall be managed by the General Purposes Committee, but all transactions in connection therewith shall be subject to the approval of the Commanding Officer.

2. The General Purposes Committee will be informed by the Commanding Officer of the extent to which it will be possible to meet expenditure at the Outlying Units on Bands, Prizes, Rifle Ranges, Markers, etc., out of the Divisional Contingent Fund (*vide* Article 289).

271. Audit of Accounts.—The accounts of the General Purposes Funds, and any other private funds, shall be audited by auditors

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elected from the Division (members of the General Purposes Committee being ineligible), or by a member of a Chartered or Incorporated Society of Accountants appointed by the Commanding Officer, in which case the cost of the audit will be borne by the General Purposes Fund.

2. The Public Accounts of each Division shall be subject to audit only as provided in Chapters XVI and XVII.

3. Audited abstracts of the General Purposes and any other private divisional accounts, together with the annual return of Public Receipts and Expenditure, shall be posted at Divisions and Outlying Units concerned early in each year.

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CHAPTER XV.

CEREMONIES.

275. Guards of Honour.—A Guard of Honour may be provided as a matter of course for a member of the Royal Family, or the Board of Admiralty, on arrival in the neighbourhood of the headquarters of a Division or Outlying Unit, but details are to be forwarded for prior approval.

In no other case is any body of the R.N.V.R. to take part in any public procession or ceremony, or to form a Guard of Honour without the special authority of the Admiralty.

2. All applications to provide Guards of Honour or to take part in processions or ceremonies are to be forwarded to the Admiral Commanding, giving the following particulars :—

(*a*) Of the occasion ; whether the personage concerned has already indicated that he wishes a Guard to be mounted ; and, if a Civic ceremony, whether any offer has been made by the Local Authorities to defray the whole or part of the expense ;

(*b*) The strength of the Guard, including Band (either Divisional or specially employed) ; and

(*c*) Estimates of the expenditure involved, together with an indication whether it could be met from the income of the year without causing a deficit, or undue restriction of other authorised expenditure (*i.e.*, under Items (*a*) to (*i*) of Article 289). Wherever practicable, competitive tenders for catering and transport should be obtained.

3. The following detailed instructions regarding the provision of Guards of Honour for members of the Royal Family are to be observed :—

(*a*) Visits of members of the Royal Family may be regarded as :—

(i) Private ; or

(ii) Public (to include ceremonies of a military nature) ; or

(iii) Public, but entirely non-military in character.

(*b*) The procedure on occasions when such visits are made to districts in which R.N.V.R. Divisions are situated will be as follows :—

(i) *Private.*—A Guard of Honour will *not* be provided.

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(ii) *Public (to include ceremonies of a military nature).*—A guard of Honour may be provided for the following :—

His Majesty The King.
H.R.H. The Duke of Gloucester.
H.R.H. The Duke of Kent.
H.R.H. The Duke of Connaught.
H.R.H. Prince Arthur of Connaught.

If a Guard is provided, the Commanding Officer of the R.N.V.R. will remain in attendance from the time of the arrival of the Royal Personage to the time of departure after inspection of the Guard of Honour.

(iii) *Public, but entirely non-military in character.*—A Guard of Honour may be provided, as at (ii) above, if desired by the authorities organising the arrangements for the visit.

(*c*) In the case of visits by the following members of the Royal Family, the above procedure will apply except that the Guard of Honour will *not* be inspected :—

Her Majesty The Queen.
Her Majesty Queen Mary.
H.R.H. The Duchess of Gloucester.
H.R.H. The Duchess of Kent.
H.R.H. The Princess Royal.
H.R.H. The Princess Louise, Duchess of Argyll.
H.R.H. The Princess Beatrice.
H.R.H. The Princess Arthur of Connaught.
H.R.H. The Princess Alice, Countess of Athlone.

276. Admiral's Inspection.—Divisions and Outlying Units will be inspected annually by the Admiral Commanding or by a Naval Officer deputed by him.

2. A list of the documents to be produced at the inspection is given in Appendix IX.

277. Colours.—H.M. Ships and Shore Establishments in use by the R.N.V.R. as Headquarters or Outlying Units are to wear the White Ensign.

2. Colours are to be half-masted with the approval of the Commanding Officer on the occasions mentioned in K.R. & A.I., Article 42a and 50a, clause 2, and in R.N.V.R. Regulations, Article 279. In the last case, the procedure shewn in K.R. & A.I., Article 162, is to be followed.

The approval of the Admiral Commanding is to be obtained before half-masting colours on any other occasion.

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278. Dressing Ship.—Drill Ships and Shore Establishments if supplied with the necessary material should, whenever possible, " Dress Ship " in accordance with K.R. & A.I., Article 93.

2. When any of the anniversaries fall on a Sunday, Drill Ships, and Establishments with masts, may be dressed with masthead flags only, if it is impracticable to dress overall.

3. The method of dressing ship is explained in O.U. 5440—V/S Material Handbook, 1932.

279. Funerals.—Full Naval Honours at the funerals of officers and men on the Active List of the R.N.V.R. who die otherwise than while under training, may be rendered at the discretion of the Commanding Officer of the Division, subject always to the proviso that no expense falls on Naval funds.

K.R. & A.I., Article 160, clause 3, may be applied, if desired, to the funerals of officers on the Retired List of the R.N.V.R.

2. The privilege conceded to officers and men of the Royal Navy and Royal Marines in K.R. & A.I., Article 1355 clause 4, is applicable to officers and men of the R.N.V.R. who may die whilst undergoing training, provided that they were entitled to receive full pay from Naval funds up to and including date of death.

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CHAPTER XVI.

FUNDS.

285.—Authorised R.N.V.R. Funds.—The funds placed at the disposal of the R.N.V.R. by the Admiralty will consist of :—

(*a*) *Imprest Advances* to be accounted for by Accountant Officers R.N.V.R. in Cash Account No. 1.

(*b*) *The Divisional Contingent Funds* to be accounted for by Accountant Officers R.N.V.R. in Cash Account No. 2.

(*c*) *The Central Fund* to be accounted for by the Accountant Officer, R.N.V.R. Central Fund, who will be the Accountant Officer, Naval Reserves.

2. These funds and the relative accounts of receipt and expenditure are to be kept entirely separate and distinct one from the other, and from the private funds of the Division, if any (Article 307).

3. These funds are not the property of any individual, and neither the grants nor any receipts that may incidentally arise from the services provided for, are in any circumstances to be transferred to any private account or to be expended for any purpose other than those prescribed in these Regulations.

4. Commanding Officers of Divisions are personally responsible for all expenditure authorised by them out of public funds and Admiralty Grants and that the expenditure of a Division from Admiralty Grants does not exceed it income.

All expenditure charged in Accounts No. 1 or No. 2 will be deemed to have been so authorised, except where specific Admiralty authority has been given.

286. Imprest Advances (Cash Account No. 1).—These advances will be made to R.N.V.R. Accountant Officers to enable Commanding Officers to meet expenditure directly chargeable to Navy Votes of the nature specified in clause 2, but only in so far as local payment is authorised by these Regulations or specially by the Admiralty. (*See also* Article 301).

2. The expenditure directly chargeable thereto comprises :—

(*a*) Travelling and subsistence expenses payable under Article 213.

(*b*) The bounties payable to R.N.V.R. ratings under Article 195 (after authorisation by the Director of Navy Accounts) and repayment of travelling expenses under Article 197.

(*c*) Advances made to men proceeding for training, Article 211, clause 10.

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(*d*) The fees, not exceeding 2*s*. per head, for the medical examination of ratings, payable under Article 306.

(*e*) Such other expenses as may be authorised by the Admiralty for payment from Navy Votes.

(NOTE.—The wages of civilian employees will be paid by the Accountant Officer, Naval Reserves).

3. Supplies of money are to be obtained by requisition (Form D. 151A) on the Director of Navy Accounts, who will forward an Imprest Bill for the amount required. The envelope containing the Imprest Demand should be marked " Imprest " on the left lower corner.

The Imprest Bills, which will be made out in the name of the Accountant Officer, are, after endorsement, to be paid immediately to the credit of the authorised public banking account.

287. Central Fund and Divisional Contingent Funds.—These are provided by annual grants from Naval funds calculated annually at the Admiralty on the unit basis of a sub-Division, according to the actual number of ratings borne on the 31st December. The grants to the Central Fund and the Divisional Contingent Funds will not respectively exceed £17 and £68 per sub-Division. (*See also* Article 302).

2. Supplies of money for these funds are to be requisitioned quarterly on separate Forms D. 151A in a similar manner to that indicated in Article 286 for Imprest Advances. Requisitions from Divisions are to be supported by a Certificate signed jointly by the Officer Instructor and the Commanding Officer of the Division, shewing the number of ratings on the strength of each sub-Division on the last day of the preceding quarter.

3. The final payments to be made in Lady Quarter will be determined by deducting from the full grant :—

(*a*) Advances paid during the year.

(*b*) Any balance held at the commencement of the year, *i.e.*, on the previous 1st April, in excess of one-quarter of the grant earned for the preceding year.

4. Payment will be made by means of Navy Bills which, immediately on receipt, are to be endorsed and paid to the credit of the appropriate Banking Account (Articles 311 and 313).

288. Central Fund—Expenditure.—The Central Fund is administered by the Admiral Commanding, who may authorise expenditure on the following services :—

(*a*) Expenses (including the cost of prizes) of Inter-Divisional Competitions, Command Tournaments at Naval Ports, etc., when more than two Divisions participate.

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(*b*) Expenses of the R.N.V.R. Rifle Association.

(*c*) Services of benefit to the R.N.V.R. as a whole (*e.g.*, special recruiting pamphlets, posters, etc.).

NOTE.—Travelling and subsistence expenses are to be dealt with under the principles laid down in Article 213 (Special Grant).

2. The following procedure is to be followed for reclaiming from the Central Fund expenses incurred in taking part in the above Competitions, etc.

(*a*) Divisions are to notify the Admiral Commanding and the Accountant Officer, Naval Reserves, in advance of their intention to take part, stating the anticipated number of competitors.

(*b*) Complete claims for each event are to be rendered to the Accountant Officer, Naval Reserves, as soon as possible after the event has taken place but in any case within two months. The claims should include all railway, taxi and car fares and claims for subsistence and loss of wages (if any). Each claim should be accompanied by a covering schedule, on Form R.N.V.9, all relevant vouchers and the Commanding Officer's written approval of the expenditure.

(*c*) Railway Warrants (Army Forms B. 201A or 201C) are to be issued as necessary by Divisions who should direct the Railway Companies to send their claims to Divisional Headquarters.

These claims are to be settled out of the Divisional contingent funds as soon as received, and the amounts thus paid included in the general claim made on the Central Fund for each event. When the claim on the Central Fund is settled by the Accountant Officer, Naval Reserves, the necessary refund to the Divisional Contingent Fund is to be made.

(*d*) Divisions are empowered to make the authorised advances to competitors on account of subsistence expenses while absent from the Division.

289. Divisional Contingent Funds (Cash Accounts No. 2)—Expenditure.—Expenditure from these funds may be authorised by Commanding Officers of Divisions concerned on any of the undermentioned services within a maximum of £25 for any particular item. Proposals to incur expenditure in excess of that sum are to be submitted to the Admiral Commanding for approval.

(*a*) Expenses (including the cost of prizes) of Divisional Recreation, Sports, Competitions, and Displays; Inter-Divisional Competitions, etc., except as provided in

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Article 288; Expenses of List II personnel attending their Divisional Headquarters under Article 4, clause 5, except as provided in Article 213.

(*b*) Maintenance of Bands.

(*c*) Use of Rifle Ranges, Markers' expenses, etc.

(*d*) Advertising and Recruiting.

(*e*) Cartage, Casual Labour, etc.

(*f*) Legal expenses in connection with any proceedings taken by the Commanding Officer under these Regulations.

(*g*) Insurance of Trophies and Divisional private property.

(*h*) Minor alterations to Uniform Clothing.

(*i*) Expenditure within a limit of £5 on repairs to Instruments, ship's fittings, etc., and the purchase of small instructional gear.

(*j*) Other miscellaneous expenditure specially approved by the Admiralty.

NOTE.—Travelling and Subsistence expenses are to be dealt with under the principles laid down in Article 213.

2. The Commanding Officer is to be advised on the expenditure of the Divisional Contingent Fund by the Finance Committee (Article 268), but his responsibility for expenditure will not thereby be limited.

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CHAPTER XVII.

CASH ACCOUNTS AND BANKING.

SECTION I.

Cash Accounts.

(NOTE.—The instructions in this Section are primarily for the guidance of Accountant Officers of Divisions, but the Accountant Officer, R.N.V.R. Central Fund, is to be guided thereby in regard to the Cash Account for that Fund).

295. Duties of the Accountant Officer.—The duties to be carried out by the Senior Accountant Officer of the Division are as follows :—

(*a*) Under the authority of the Commanding Officer to make all payments on behalf of the Division.

(*b*) To keep the financial accounts of the Division.

(*c*) To have charge and keep the accounts of all Victualling Stores, including clothing and mess gear, supplied to the Division, and to supervise and keep a record of the receipt and issue of all kits and clothing generally.

(*d*) To be a Member of the Board of Officers appointed to carry out the annual stocktaking of Naval Stores.

(*e*) To be a Member of the Finance Committee.

(*f*) To assist the Commanding Officer generally in financial and administrative matters.

2. Where no specific instructions on any matter are contained in these Regulations, the Accountant Officer is to be guided by K.R. & A.I., Chapter L.

296. Visits by Accountant Officer, Naval Reserves.—The Accountant Officer, Naval Reserves, will visit each Division annually and is to satisfy himself that the Accountant duties in the Division are being carried out in accordance with the Regulations and in a satisfactory manner. Any matters of importance are to be represented by him, in writing, to the Commanding Officer of the Division, and a copy of the report is to be forwarded to the Admiral Commanding ; minor matters may be settled verbally with the Accountant Officer of the Division.

2. The Accountant Officer, Naval Reserves, will advise and assist Accountant Officers as much as possible ; and they should refer to him in any case of doubt or difficulty, not only during his inspection, but on other occasions also.

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297. Custody of Money.—The Accountant Officer is responsible for the safe custody and proper expenditure of all moneys entrusted to him, and is to have sole charge of the public safe in which is to be kept all money drawn from the bank or received from other sources.

2. Detailed instructions appear on Form S. 1001—" Memorandum to Officers in charge of Public Money "—which should be posted on the inside of the door of the safe.

3. The keys of the safe are to remain in the personal custody of the Accountant Officer unless, in his absence, it becomes necessary for the Commanding Officer to delegate to another Commissioned Officer the charge of the public balance. In this event the officer assuming charge is to receive the keys, and is to be held responsible for the safe custody of the moneys transferred to him, the amount of which is to be verified.

298. Cash Book (S. 29).—The Accountant Officer is to keep two cash books (S. 29) one for Cash Account No. 1, and one for Cash Account No. 2. Every item of receipt or expenditure is to be posted in the appropriate cash book daily in the actual order of its occurrence.

2. The cash books are to be so kept that at any time the balances appearing as due thereon will agree with the amount of cash in hand and at the Bank in respect of each account.

3. Particular care is to be exercised to ensure that items are entered in the correct cash book, and that the two accounts are kept distinct and separate.

299. Counting of Public Money.—On the last day of each quarter after all payments for the quarter have been made, or on the first day of the succeeding quarter, before any transactions have taken place, the Cash Books are to be balanced, and the balances are to be verified concurrently by the Commanding Officer of the Division or an officer deputed by him for the purpose, who will fill up Forms S. 452 (Summary of Cash Account) and append his signature at the end of the quarterly Cash Accounts (Form S. 29) in approval thereof.

2. If it is impracticable to carry out this verification of the cash balance at the end of the quarter, such verification may be postponed, but postponement will only be accepted in very exceptional and isolated cases. If the verification is postponed, an explanation is to be furnished, on each occasion of postponement, of the circumstances attending the delay, and no transactions which would be included in the following quarter's cash account are to take place during the period of postponement.

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3. The balances of cash are also to be checked by the Commanding Officer or an officer deputed by him, on the following occasions:—

(*a*) At an uncertain date at least once a quarter.

(*b*) On the supersession of the Accountant Officer or on his being relieved of his duties from illness or any other cause.

4. In carrying out this duty, the examining Officer is to be guided generally by the instructions contained in K.R. & A.I., Article 1105, clauses 4 to 7.

300. Cash Accounts.—The Accountant Officer of each Division is to render to the Director of Navy Accounts two Cash Accounts each quarter, as follows :—

(*a*) Cash Account No. 1 relating to Imprest Advances (Article 286).

(*b*) Cash Account No. 2 relating to the Divisional Contingent Fund (Article 289).

2. The Accountant Officer, R.N.V.R. Central Fund, will similarly render a quarterly Cash Account relating to the Central Fund.

3. Separate accounts are not to be kept for outlying units, all payments being made by the Accountant Officer of the Division after approval by the Commanding Officer.

301. Cash Account No. 1.—Receipts from the following sources are to be taken on charge in this account :—

(*a*) Imprest advances of public funds obtained from the Admiralty, Article 286.

(*b*) Money received from a Volunteer for the purchase of his discharge, Article 257, clause 2 (*c*).

(*c*) Compensation received from a Volunteer under Articles 257, clause 2 (*b*) and 227, clause 3, for loss of or damage to arms, appointments, clothing, etc., issued to the Divisions or to the Volunteer by the Admiralty, and forfeits and penalties received from any Volunteer or person under Article 227, clauses 2 and 3, in cases dealt with summarily by the Commanding Officer of the Division.

(*d*) Fines received from a Volunteer for inefficiency under Article 69, and for offences cognisable by the Naval Discipline Act under Articles 95, clause 2, and 225, in cases dealt with summarily by the Commanding Officer of the Division.

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(*e*) Money received for the issue of clothing on repayment, and for articles of kit sold for the benefit of the Crown, Article 58.

(*f*) Other sums due to the Crown ordered to be received and taken on charge from time to time.

2. Expenditure to be accounted for in this Account is indicated in Article 286.

302. Cash Account No. 2.—Receipts to be taken on charge in this account comprise :—

(*a*) Advances received from the Admiralty on account of the Divisional Contingent Fund, Article 287.

(*b*) Fines or other charges paid by a Volunteer in accordance with Divisional rules, Article 227, clause 1.

(*c*) Fines and costs recovered upon legal proceedings taken by the Commanding Officer of the Division under Articles 69, 95, 225 and 227, clauses 2 and 3 (*see* Article 289, clause 1, item (*f*)).

(*d*) Receipts that may accrue under any of the headings enumerated in Article 285.

2. Expenditure to be accounted for in this account is indicated in Article 285.

303. Preparation of Accounts.—Schedules of the Cash Books (Forms S. 29) will constitute Cash Accounts Nos. 1 and 2, and are to be forwarded through the Commanding Officer within 21 days of the end of each quarter to the Director of Navy Accounts, accompanied by Vouchers in support of all items, except those in respect of money obtained by Imprests. The Vouchers for both accounts are to bear distinguishing numbers and letters as follows :—

Debit (Receipt) Vouchers are to be lettered, A, B, C, etc.
Credit (Payment) Vouchers are to be numbered 1, 2, 3, etc.

the series in each case commencing from the first day of each quarter. Each voucher is to be signed by the Commanding Officer, or his deputy, as certifying his approval of the transaction indicated thereon. Duplicates of all vouchers are to be retained by the Accountant Officer.

2. Unless a special form is provided (*e.g.*, claim for travelling expenses), vouchers are to be prepared on Form R.N.V. 9 and are to contain sufficient details to indicate clearly the date, nature and purpose of the expenditure. A separate voucher is to be prepared for each payment, except that, when payment is made to a number of ratings for the same service and occasion, only one voucher need be prepared therefor, provided that it be supported by the individual receipts of the payees. For Cash Account No. 1 vouchers relating

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to the same service and for Cash Account No. 2 vouchers relating to the same event or occasion are to be scheduled together and summarised on Form S. 27.

3. Vouchers for payments to officers and other members of the Division are to be supported by sub-vouchers proving the expenditure reclaimed, receipts being attached in respect of each individual item of expenditure, in addition to the receipt of the person to whom the money is originally advanced by the Accountant Officer. Failure to comply with this instruction will render the charge liable to disallowance.

4. Advances of cash made to officers, treasurers of sub-committees, etc., to meet disbursements for any of the purposes specified in Articles 286 or 289 are to be regarded as part of the cash balance of the Division, until the expenditure is accounted for in the manner indicated above.

5. Supplies of Voucher, etc., Forms can be obtained from the Naval Store Officer, Royal Victoria Yard, Deptford, S.E.8.

304. Receipts.—An adequate receipt is to be furnished for each item of expenditure, and when the amount of any payment made is £2 or more, a receipt stamp, provided by the person receiving the money, is to be affixed unless exempted under the provisions of K.R. & A.I., Article 1813.

2. Vouchers relating to the local purchase of Naval stores, sports gear, etc., and the repair or renewal of instruments, ship's fittings, etc., are, in addition to being supported by the contractor's receipted invoice, to bear a certificate that the stores, etc., have duly been received and taken on Store Account charge by entry in the appropriate store account, or, in the case of repair, that the work has been satisfactorily performed.

305. Postage.—A postage book should be kept, if necessary, and when the Cash Account is being closed, the total of postage expenditure duly certified on Form R.N.V. 9 by the Commanding Officer in the following manner: "Approved for payment after inspection of the postage book" should be brought to account and posted in the Cash Account.

306. Fees for Medical Examination.—Where it is impossible to utilise the services of a medical officer, R.N.V.R., or a final medical examining officer, R.N., within his normal hours at a recruiting office, for the medical examination of recruits, or ratings about to proceed for training (Articles 33, and 85, clause 8), and it is necessary to employ a surgeon and agent or private practitioner, or a final medical examining officer *outside* his normal working hours, a fee not exceeding 2*s.* for each recruit or rating examined may be

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paid as a direct charge to Navy Votes (Cash Account No. 1). Should, the fee actually charged in any particular instance be more than 2*s*. the extra expense is to be met from the Divisional Contingent Fund.

2. The Vouchers for such payments are to be accompanied by a certificate, signed by a responsible officer, that the examination could not have been performed by a qualified medical officer, R.N.V.R., or by a final medical examining officer, R.N., during his official day at a recruiting office.

307. Private Funds.—Contributions to the private funds of the Division and expenditure defrayed therefrom should not be shewn in Cash Accounts Nos. 1 or 2, but separate accounts should be kept in a suitable form. If a Voucher comprises expenditure chargeable to private as well as to public funds or the Admiralty grants made to the Division, the amount chargeable to each source of income should be clearly indicated on the Voucher, and only the proportion chargeable to public funds or Admiralty grants entered in the respective Cash Account.

2. The Admiralty cannot accept any responsibility for expenditure from private funds.

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SECTION II.

Banking.

310. Public Funds.—In connection with Cash Account No. 1, a public Banking Account is to be opened in the name of the Accountant Officer at such local bank as may be authorised, preference being given, whenever practicable, to Branches of the Bank of England, and the Accountant Officer is to lodge his signature at the Bank. A certificate from the Bank in the following terms is to be obtained and forwarded to the Director of Navy Accounts :—

> " The Account standing in the name of..... is held by the Bank as money belonging to the Admiralty Department of H.M. Government and the Bank will at all times comply with any directions which may be given by the Admiralty in respect of such account."

2. The balance at the Bank is at all times to be kept as low as possible consistent with the requirements of the public service.

311. Divisional Contingent Funds.—As regards Cash Account No. 2, amounts received in respect of the Divisional Contingent Fund are to be paid into a Bank to the joint account of the Commanding Officer and the Finance Committee (Article 268). Cheques on the account are to be signed by the Commanding Officer and the members of the Finance Committee, or such of their number (not less than two) as they may conjointly empower so to do. The account should stand in the books of the Bank in the name of " The Commanding Officer and Finance Committee, ... Division, Royal Naval Volunteer Reserve."

312. Separate Banking Accounts.—The Banking Accounts in connection with Cash Account No. 1 and Cash Account No. 2, respectively, are to be kept entirely separate from each other, and private money is in no circumstances to be credited to either of these accounts.

2. Cheques are not to be drawn on either of these Accounts to meet private expenditure connected with the Division.

313. Central Fund.—This account should stand in the books of the Bank in the name of " The Accountant Officer, R.N.V.R. Central Fund," who is authorised to draw cheques on the Account.

314. Change of Bank.—Admiralty approval must be obtained before opening a fresh banking account or transferring an account already authorised from one bank to another.

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315. Stamp Duty and Headings of Cheques.—As all cheques used by Officers of Public Departments in drawing upon Admiralty accounts kept at Banks are exempt from Stamp Duty, the Accountant Officer is to use unstamped cheques in connection with Cash Account No. 1. Such cheques should be crossed and headed " On His Majesty's Service."

2. Cheques drawn on accounts in respect of the Divisional Contingent Funds and the Central Fund are liable to Stamp Duty.

316. Bank Book.—There will be no distinction in the Cash Accounts between transactions affecting money in the Bank and those affecting actual cash, but the Accountant Officer is to keep a Bank Book (D. 568A), in respect of each of the two Cash Accounts, in which he is to enter at the time particulars of all sums paid into, and cheques drawn upon, the Bank, so that the available balance of money at the Bank may be ascertained at any moment.

317. Inspection of Bank Books.—The Accountant Officer is at frequent intervals to compare the Bank pass book with his own record (D. 568A) and is to set off in the latter each cheque shewn as paid by the Bank pass book.

2. The Banking and other accounts of Public Moneys of each Division are subject to inspection at any time by officers specially deputed for the purpose by the Admiralty or the Admiral Commanding. Commanding Officers are to afford every facility in their power for the performance of this duty.

3. Whenever the balances of public money in his charge are officially inspected, the Accountant Officer is to produce the Bank Books and the Bank pass books; an agreement between the balances shewn therein respectively being worked out in Bank Books in red ink, any cheques drawn, but not entered in the Bank pass book as " paid," being noted.

318. Interest to be Brought to Credit.—Any sums allowed by a Bank as interest on the moneys standing either in Account No. 1 or Account No. 2 are to be credited periodically to the respective accounts.

319. Pass Books and Cheques.—Bank pass books and cheques, and their counterfoils, are to be retained for a period of not less than two years from the date of the last transaction, but may be kept for such further period as may be considered desirable.

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CHAPTER XVIII.

PERMANENT STAFF.

SECTION I.

General.

321. Establishment.—The permanent staff of a Division comprises the Officer Instructor, Chief Petty Officer Instructors, Civilian Writer, Shipkeepers and Caretakers, as shown below.

Rank or Rating.	To each Division.	Total.
Commander, Lieutenant-Commander or Lieutenant as Officer Instructor	1	8
Chief Petty Officer Instructors :—		
Gunners' Mates	As directed by the Admiral Commanding	51
Torpedo Gunners' Mates		
Seamanship (*i.e.*, men holding no higher non-substantive rating)		
Physical and Recreational Training Instructors (may be Petty Officer Rating)	As directed by the Admiral Commanding	8
Chief Yeomen of Signals		8
Chief Petty Officer Telegraphists		9*
Chief or other Ordnance Artificers or Chief Armourers		8
Civilian Writers	1	8
Shipkeepers, 1st class—to each drill ship	1	10
,, 2nd class— ,, ,, ...	5†	52
Caretakers—Clyde (Headquarters)	3	6
,, Sussex (Headquarters)	2	
,, Newhaven (Outlying Unit)	1	

* The appointment of 1 at the East Scottish Division is additional temporarily.

† Two extra ex-engineroom ratings are allowed to Ulster Division temporarily.

322. Conditions of Service.—The conditions of service, including the remuneration of all members of the permanent staff, are laid down by the Admiralty, and are in no circumstances to be varied without the prior approval of the Admiral Commanding.

Except as provided in Article 338 no entry or discharge of a member of the permanent staff is to be made without similar approval.

2. Officers, Chief Petty Officers, and men of the permanent staff will be held responsible that they do not allow themselves to

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be complimented, either directly or indirectly, by presents or collective expressions of opinion from persons who are serving or who have served in the Division to which they are attached.

323. Sickness.—All accidents to, and cases of sickness of, members of the permanent staff are to be reported to the Admiral Commanding and Accountant Officer, Naval Reserves, as they occur. A further report is to be forwarded when the officer or man concerned returns to duty.

2. The medical certificates supporting the unfitness and subsequent discharge to duty are to be attached to the claim for medical attention on Form S. 26 forwarded to the Director of Navy Accounts in respects of Officer and Chief Petty Officer Instructors. Reports forwarded in accordance with clause 1 in respect of shipkeepers, caretakers and civilian writers are to state the nature of the sickness or injury.

324. Absence—Performance of Duties.—While any member of the permanent staff is on leave or sick leave, proper arrangements must be made by the Commanding Officer for the efficient performance of his duties by other members of the staff.

325. Pay.—Members of the permanent staff will receive their pay and allowances from the Accountant Officer, Naval Reserves, except as provided in clause 3. Officer and Chief Petty Officer Instructors will be borne on the books of H.M.S. " President II."

2. A report is to be rendered to the Admiral Commanding and Accountant Officer, Naval Reserves, upon each occasion of an Instructor being embarked for training with Volunteers, or sent for a course of instruction at a Naval Establishment, a similar report being rendered upon his return to duty.

3. The pay and allowances due at date of discharge of any member of the permanent staff discharged dead or discharged insane, will not be paid by the Accountant Officer, Naval Reserves (nor by the Commanding Officer of the Division if the pay list has already been made out), but settlement will be effected by the Admiralty.

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SECTION II.

Officer Instructors.

328. Appointment and Relief.—Officer Instructors will be appointed by the Admiralty, being selected from Officers on the Active List of the Royal Navy of and below the rank of Commander (but *see* clause 7). The period of appointment will normally be two years.

2. Time served by Officer Instructors will count as "service." (K.R. & A.I., Article 247).

3. They will receive the pay and allowances of their rank and their conditions of service will continue to be governed by the King's Regulations and Admiralty Instructions as in the case of any other shore appointment. Applications for leave are to be submitted to the Admiral Commanding on Form S. 539 (*see* Article 324).

4. The Officer Instructor will undergo a meteorological course and a short gunnery course before taking up his appointment.

The latter may, however, be undergone within six months after appointment if more convenient.

5. On relief, an Officer Instructor will be allowed seven days with his successor in order to permit of his duties, stores, etc., being properly turned over. The appointment of the relief will be dated accordingly.

6. On relief of an Officer Instructor, the Commanding Officer of the Division is to forward a report on Form S. 206 to the Admiral Commanding. A certificate on the lines of Form S. 450 is also to be prepared and handed to the officer.

7. A R.N.V.R. officer who, in the opinion of the Admiralty is duly qualified, may be appointed by the Admiralty to perform the duties of Officer Instructor during a vacancy, or when the latter officer is temporarily absent by Admiralty Order or upon certified sick leave, and may be granted the naval pay of his rank (together with lodging allowance, if actually put to extra expense in this respect owing to his instructional duties) for the period during which he is so employed.

329. Duties.—An Officer Instructor is appointed to give instruction to the R.N.V.R. He is subject to the orders of the Commanding Officer of the Division, and he is required to assist him in carrying on the Naval duties of the Division and to keep him informed as regards all routine matters, such as stocktakings, musters, etc.,

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but he is not to take part in the Civil affairs of the Division except where expressly authorised by these Regulations.

2. He is purely a Staff Officer, and is not entitled to take command of any of the R.N.V.R. when an R.N.V.R. Officer is present, except for the purpose of instruction.

3. He is to superintend the drills and exercises of the Division and is responsible that they are carried out as far as possible in accordance with the practice of the Royal Navy. He is to pay at least two visits in each month to each outlying unit.

4. He is, under the Commanding Officer of the Division, to have control of the Chief Petty Officer Instructors both as regards instructional duties and discipline and is to report any misconduct or incompetence to the Admiral Commanding through the Commanding Officer.

5. He is to keep the Records of Service, and to make himself acquainted with all the members of the Division, their qualifications, etc. At Outlying Units, the Records of Service may, at the discretion of the Commanding Officer of the Division, be kept by the Officer in command of the Outlying Unit, but the Officer Instructor is to examine them periodically.

6. He is to keep a diary (Form R.N.V. 5) in his own handwriting of the instruction imparted to the R.N.V.R. The record of instruction should be entered in detail ; details of Outlying Units are to be obtained periodically and entered in the diary, which will then form a complete record of instruction in the whole Division. It is also to contain a monthly tabular Statement shewing the names of officers who have attended drill and the number of hours so employed. (*See also* Article 67, clause 2).

7. Two diaries are to be kept, one for odd and one for even months and on the first day of each month the diary for the previous month is to be transmitted through the Commanding Officer of the Division (who should note his approval or otherwise thereon) to the Admiral Commanding.

8. He is the Accounting Officer for Naval and Naval Armament stores (*see* Article 366).

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SECTION III.

Chief Petty Officer Instructors.

331. Appointment and Discharge.—The names of Chief Petty Officers, Petty Officers (P. and R.T.I.), Chief Yeoman of Signals, Chief Petty Officer Telegraphists, Chief and other Ordnance Artificers and Chief Armourers who are recommended for appointment as Chief Petty Officer Instructors, will, on application, be considered and noted on a roster kept by the Admiral Commanding.

2. In recommending candidates for appointment as C.P.O. Instructor due regard must be given to the qualities of leadership, patience, tact and sustained energy which are required to make successful Instructors in R.N.V.R. Divisions.

Ratings recommended for instructional duties in boys' training ships are not in every case suitable as the R.N.V.R. man is of a mature age and, except when embarked, does not come under the Naval Discipline Act. Actual technical instruction is only a part of what must be expected of the Instructional Staff, Commanding Officers of Divisions being to a very great extent dependent on the energy and interest of the staff for the maintenance and increase of keenness and esprit-de-corps amongst the R.N.V.R. ratings. All recommendations should include remarks on the above points.

3. Applications to be placed on the roster may be made any time after the applicant is within one year of completing time for pension but, except as provided in clause 4, no applicant will actually be appointed until he is pensioned. If not selected for appointment within 12 months after being pensioned, the eligibility of applicants for appointment will normally lapse.

4. When a vacancy occurs a suitable pensioner will be selected from the roster. If no pensioner is available a suitable active service rating within three years of completing time for pension may be selected (*see* Article 333).

5. If possible, a C.P.O. Instructor will take up his appointment four days before his predecessor's period of service expires, in order to allow of a proper turnover of duties.

6. C.P.O. Instructors will normally be appointed for a period of three years and when pensioned, will be required to sign a non-continuous service engagement. For the first three months, however, of this period, they will be regarded as on probation and liable to discharge if not considered suitable by the Commanding Officer

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of the Division. Commanding Officers are to report at any time before the end of three months whether retention is recommended.

7. At the end of the second year of their first engagement C.P.O. Instructors are to be informed by the Commanding Officer of their Division whether it is likely they will be retained beyond their third year under the provisions of clause 8, or whether they will definitely be relieved.

8. Exceptional C.P.O. Instructors who possess outstanding instructional ability, strong character and personality, and power of leadership and who are medically fit may be retained by annual re-engagements after the first three years up to the maximum age of 60, provided their retention is recommended by their Commanding Officers. Annual reports recommending the retention of any C.P.O. Instructors are to be forwarded to the Admiral Commanding for approval as requisite, and the Instructor is to be medically examined prior to the recommendation being made. The N.C.S. engagement is to be renewed at the end of every five years if the man is still recommended.

9. If a man is not recommended for retention, Commanding Officers of Divisions are to report to the Admiral Commanding three months before the appointment of a C.P.O. Instructor is due to expire and the man is to be informed at the same time. A relief will then be selected.

10. Commanding Officers of Divisions are to recommend the discharge at any time of any C.P.O. Instructor directly his ability, conduct or keenness deteriorates or he is considered medically unfit to continue his duties, and the Instructor concerned is then liable to immediate discharge with the approval of the Admiral Commanding.

11. During appointment, Pensioners will not in peace time be liable to employment on other duties, or to be drafted to sea. They will, however, be required to serve afloat for short periods, as necessary, with parties of volunteers embarked for training, and to attend refresher courses if retained over three years (*see* Article 335).

12. C.P.O. Instructors will retain their Naval rating.

13. Their service certificates will be retained at the office of the Admiral Commanding.

14. Medical History Sheets and Dental Records (Forms M. 227 and Variants) are to be kept by the Medical Officers of Divisions, and on discharge of a C.P.O. Instructor his Medical History Sheet and Dental Records are to be forwarded to the Admiral Commanding.

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332. Conditions of Service—Pensioners.—The emoluments and conditions of service of Pensioner C.P.O. Instructors are as follows :—

2. *Pay.*—They will receive pay at a flat rate of 11*s.* 6*d.* a day in addition to their pension. This flat rate is inclusive, and non-substantive pay, badge pay, kit upkeep, lodging and provision allowances will not be payable in addition thereto. Marriage allowance will, however, be payable under the usual conditions.

Pensioner Instructors of the London Divisions who are married will receive a special lodging allowance of 6*d.* a day.

3. *Quarters.*—Where quarters for a C.P.O. Instructor are provided, the inclusive rate of pay will be reduced by such amount as the Admiralty may determine. If quarters are also provided for his family, a further deduction will be made from marriage allowance in accordance with K.R. & A.I. Article 1767, clause 10.

Those who are subject to the deduction in respect of quarters provided at their place of duty will continue to be subject to this deduction if they should be sent to one of H.M. Ships or to a Naval Hospital or other Naval Establishment.

4. *Medical Treatment.*—They will be eligible for medical attendance at the public expense. In cases where an Admiralty Surgeon and Agent is the nearest medical practitioner or resides not more than two miles from the patient's house, such Surgeon and Agent will attend on the requisition of the Commanding Officer on Form S. 1293. In other cases a local medical practitioner (where possible one who resides not more than two miles from the patient's house) is to be employed, the rate of charge not to exceed that authorised by K.R. & A.I. Article 1440.

They will be eligible for free treatment and maintenance in Naval hospitals, but as their rate of pay includes provision for the cost of victualling, a charge will be made for their subsistence in a Naval hospital. The amount of this charge will be fixed from time to time and will be promulgated in Admiralty Fleet Orders.

5. *Dental Treatment.*—They will be eligible to receive dental treatment at the public expense within the limits and under the conditions defined in Admiralty Fleet Orders. If admitted to Naval Hospitals for dental treatment, they will be subject to the same charges for subsistence as for medical treatment.

6. *Invaliding.*—Pensioner C.P.O. Instructors in receipt of long service pensions who may be invalided, will not be eligible for the invaliding benefit of 28 days' pay authorised by K.R. & A.I. Article 1588 unless the invaliding is due to insanity, but are to be discharged and cease pay as from the date of medical survey.

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7. *Victualling when Embarked, etc.*—When embarked in H.M. Ships or attending a course at a Naval Establishment, C.P.O. Instructors will be borne nominally on the books of the ship or depot, and victuals will be issued on a repayment basis at the then current rates, repayment being effected by stoppage from pay, which will continue in issue by the Accountant Officer, Naval Reserves.

8. *Uniform.*—On first taking up appointment pensioners will be required to be in possession of the kit of the rating they last held in the Royal Navy. On confirmation in appointment the instructors will wear the uniform of Chief Petty Officers, R.N., being supplied free with such articles as are required to complete the kit of the rating they last held in the Royal Navy to that of Chief Petty Officer. The rate of pay being inclusive, they will thereafter be required to maintain this uniform at their own expense, but will be allowed to purchase articles from Admiralty stocks.

Physical and recreational training instructors, on first appointment, and after four years' service, provided their services are to be retained, will be issued gratuitously with the following articles of gymnastic clothing :—

Serge trousers	1 pair
Singlets	3 in number
Elastic belt	1 in number
White sweater	1 in number.

Demands, stating name, rating, official number and sizes of the articles required are to be forwarded to the Superintendent, Physical and Recreational Training School, Portsmouth, for record and transmission to the Royal Clarence Yard, Gosport, whence the articles will be supplied.

Demands for clothing on repayment are to be scrutinised and countersigned by the officer instructor, who is to satisfy himself that the articles are necessary and are required for the personal use of the rating concerned, and then passed to the Accountant Officer of the Division.

9. *Travelling Expenses and Conveyance of Furniture.*—See Article 215.

10. *Leave.*—Leave, including sick leave, will be granted on the scale laid down in the King's Regulations and Admiralty Instructions for men serving in Shore Establishments. (*See* Article 324).

11. *Pension.*—Time served as C.P.O. Instructor to the R.N.V.R. will not count towards increase of pension.

333. Conditions of Service—Active Service Ratings.—Acting Service ratings drafted as C.P.O. Instructors will, until pensioned, continue to serve under their current R.N. engagements and under

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normal Naval conditions; they will receive Active Service rates of pay and allowances until they complete time for pension, and their service as R.N.V.R. Instructors prior to pensioning will count for pension purposes. If Petty Officers, they will remain on the Port Division Advancement rosters and Forms S. 507 are to be rendered in accordance with K.R. & A.I. Article 414.

On being pensioned they will, if retained for further duty as Instructors, execute N.C.S. engagements and be paid at the rate laid down in Article 332. Their subsequent service will not reckon for increase of pension (*vide* Article 332, clause 11).

2. The duration of their appointments will be governed by Article 331, clauses 5 to 10.

334. Duties.—C.P.O. Instructors are to give instruction to the R.N.V.R. under the direction of the Officer Instructor, who is to be regarded as their immediate superior in all matters. They are subject to the command of their Superior Officers of the R.N.V.R., and are to assist them in carrying on their Naval duties, but they are not to take any part in the Civil affairs of the Division.

2. They are not entitled by virtue of their Naval rating to take command of any of the R.N.V.R. when a Petty Officer of the R.N.V.R. is present, except for the purpose of instruction.

3. Provided their instructional duties are not interfered with, they may be employed on clerical work, supervision of repairs and general duties connected with the Division under the authority of the Officer Instructor, and, subject to the approval of the Commanding Officer, on duties connected with the custody and issue of clothing under the supervision of the Accountant Officer.

4. They are to keep such record of the drills carried out under their supervision as the Officer Instructor may require (*see* Article 329, clause 6).

5. Ordnance Artificer Instructors are, under the direction of the Officer Instructors, to carry out the duties of examining and repairing the guns, mountings, small arms, etc., supplied to the Divisions.

Their services are also to be utilised for giving instruction to the R.N.V.R. in gun-mountings, breech-fittings, etc., the occasions being noted in the Officer Instructor's diary.

335. Refresher Courses.—In order to keep in touch with the latest developments Commanding Officers are to arrange for C.P.O. Instructors to visit their respective schools biennially from their fourth year of engagement.

2. The visits will last for five days, and Instructors may be sent as convenient, but, if possible, two or more should be sent for the same period. Arrangements are to be made direct by the

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Commanding Officers of the respective Divisions and the Captains of the Establishments concerned. (*See also* Article 325, clause 2).

3. Instructors are allocated to Depots and Schools as follows :—

Class of Instructor.	Division.	Allocated.
V/S and W/T	All Divisions ..	H.M. Signal School, Portsmouth.
P. and R.T.I.	All Divisions ..	P. and R.T. School, Portsmouth.
Gunners' Mates and Ordnance Artificers	Clyde	H.M.S. " Excellent."
	East Scottish ..	
	Sussex	
	Ulster	
,, ,,	London	H.M. Gunnery School, Chatham.
	Tyne	
,, ,,	Severn	H.M. Gunnery School, Devonport.
	Mersey	
Torpedo Gunners' Mates	London, Tyne and Sussex Divisions	H.M.S. " Vernon."
,, ,,	Severn, Mersey, Clyde, East Scottish and Ulster Divisions	H.M.S. " Defiance."
Seamanship	Clyde	R.N. Barracks, Portsmouth.
	East Scottish ..	
	Sussex	
	Ulster	
,, ...	London	R.N. Barracks, Chatham.
	Tyne	
,, ...	Severn	R.N. Barracks, Devonport.
	Mersey	

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SECTION IV.

Shipkeepers and Caretakers.

338. Appointment and Relief.—Shipkeepers and Caretakers are appointed on a Civilian basis at rates of pay fixed by the Admiralty from time to time. This rate of pay is not to be varied or supplemented without prior Admiralty sanction.

When vacancies within the authorised complement occur, suitable ex-Service ratings are to be entered direct by Commanding Officers of Divisions, subject to covering Admiralty approval which is to be obtained through the Accountant Officer, Naval Reserves. The dates of discharge and entry are to be reported to the Admiral Commanding and the Accountant Officer, Naval Reserves, immediately the change occurs. The Service Certificate of the newly entered man is to be forwarded to the Admiral Commanding at the same time, and the Unemployment Book and Insurance Card to the Accountant Officer, Naval Reserves.

Pay will commence only from the date on which duty is actually taken up and appointments are not to overlap, *i.e.*, pay is not to be issued to the new entrant until his predecessor has vacated the appointment.

2. The appointments of Shipkeepers and Caretakers will ordinarily be terminated when they reach the age of 60 years. In special cases service may be extended year by year up to the age of 65 years, provided that at 60, and annually from that time, retention is recommended to the Admiral Commanding by the Commanding Officer of the Division concerned ; but in no case will an extension be granted beyond the age of 65. A medical certificate stating that the man in question is physically fit to continue the work on which he is employed must accompany every application for an extension.

3. Travelling and removal expenses will be repaid as shewn in Article 215, clause 2.

339. Duties.—Shipkeepers and Caretakers are responsible for the maintenance of the Drill Ships or shore establishments in an efficient condition, and are also to carry out watchkeeping.

340. Leave.—Shipkeepers and Caretakers may be allowed a maximum period of 14 days' leave with pay in each year, at the discretion of the Commanding Officer of their Division. (*See* Article 324).

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341. Uniform.—Shipkeepers and Caretakers are to wear a special uniform consisting of a blue serge double-breasted eight-button coat with a gold anchor on each side of the collar, blue serge waistcoat and trousers, and peaked cap but with a gold anchor in lieu of the ordinary badge. White collars and black ties are to be worn.

2. On appointment, Shipkeepers and Caretakers will be supplied with the following free kit :—

Blue serge working dress as described above ..	2 suits
Blue combination suits	2
Cap and anchor badge	1
Cap covers, white	2
Half-boots	1 pair.

3. They will also receive an allowance to assist in the upkeep of this kit. The actual rate of the allowance will be dependent upon the issuing prices of clothing and will be promulgated from time to time in Admiralty Fleet Orders.

4. A Shipkeeper or Caretaker who voluntarily vacates his appointment, or who is discharged for misconduct or on account of sickness within his own control, within 12 months of being appointed will be required to refund the value of the kit supplied. The form of receipt given on supply of the kit is to contain an undertaking to this effect. A Shipkeeper or Caretaker who is re-engaged within one year of previous service as such, and who has not refunded the value of his kit as provided for above, is not to be supplied with a new kit at the public expense.

5. The Accountant Officer of the Division is to demand the kit required from the Royal Victoria Yard, Deptford, the caps and blue serge suits required being specially described on the demand to ensure the correct pattern being supplied. The Accountant Officer is to show the gratuitous issues to Shipkeepers and Caretakers separately in his Clothing Account.

6. Shipkeepers and Caretakers will be allowed to purchase on repayment from the Accountant Officer only such articles as are required to maintain their kit.

342. Sickness and Sick Leave.—Shipkeepers and Caretakers who have completed six months' service as such may be granted sick leave with pay, less the normal amount of sickness benefit under the National Health Insurance Acts, for a period not exceeding 10 weeks in any period of 12 months. For this purpose the normal amount of sickness benefit will be that payable in respect of a fully insured male person, and the deduction will be made in every case without regard to whether benefit is actually received, except that during the

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" first three days " of sickness no deduction is to be made provided the sick absence is covered by medical certificate. Where, however, the individual has been in health insurance for a period of less than two years, or is in receipt of " disablement " benefit instead of sickness benefit, the circumstances should be reported to the Admiralty for instructions as to the amount to be deducted.

2. In cases of absence on account of injury on duty in respect of which a shipkeeper or caretaker is entitled to compensation or hurt pay under the Workmen's Compensation Acts or the Government Schemes framed thereunder, and is thus ineligible for sickness benefit under the National Insurance Acts, sick pay within the above limits may be allowed (where this is more favourable than the compensation rate) without deduction of prospective benefit, the man being informed that such pay is inclusive of the compensation payable.

3. Any period during which sick pay, inclusive of compensation as above, has been allowed for injury leave, will be counted as part of the sick leave allowance of ten weeks prescribed above. When, however, the effect of this rule is to render a shipkeeper or caretaker ineligible for further sick pay leave during any subsequent absence within 12 months due to ordinary illness, the following payment may be made in respect of such absence, viz., sick pay, at a rate not exceeding the amount of compensation payable under the Workmen's Compensation Acts (or Schemes) during the former absence due to injury (less the deductions ordinarily required from sick pay), but only for a period not exceeding that for which sick pay inclusive of compensation was allowed during the former absence.

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SECTION V.

Civilian Writers.

344. Appointment and Relief.—Pensioned Chief Petty Officer Writers are appointed as civilian writers to the permanent staff of Divisions at a rate of pay fixed by the Admiralty from time to time. This rate of pay is not to be varied or supplemented without prior Admiralty sanction.

2. The appointments will ordinarily be terminated when the holders reach the age of 60 years. In special cases, however, extensions may be granted to the age of 65 under the conditions laid down in Article 338, clause 2 for Shipkeepers and Caretakers.

345. Duties.—The Civilian Writer is required to perform the clerical work entailed in the administration of the Division, and is, under the direction of the Accountant Officer, to give instruction to the R.N.V.R. Writers, (*see* Article 65, clause 4).

346. Leave and Sick Leave.—Civilian Writers may be allowed a maximum period of 18 days' leave with pay in each year at the discretion of the Commanding Officers of their Divisions. (*See* Article 324).

Subject to a qualifying period of 6 months' service, and to deductions under the provisions of the National Health Insurance Acts, sick leave with pay may be allowed for a period not exceeding 10 weeks in any period of 12 months. (*See* Article 342).

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CHAPTER XIX.

MAINTENANCE OF DRILL SHIPS AND ESTABLISHMENTS

350. Admiralty Liability for Upkeep.—The expense of upkeep of any ship or shore establishment exclusively appropriated by the Admiralty to the use of any Division will be borne by the Admiralty.

351. Alterations and Additions.—In order that provision may be made in the Navy Estimates for such alterations and additions as may be approved, the following procedure is to be carried out :—

Drill Ships.

(*a*) The Commanding Officer is to forward a list of approved and proposed alterations and additions to reach the Admiral Commanding by 1st August in each year. The list is to be typed in hectograph ink in letter form. Items are to be numbered in accordance with the instructions in K.R. & A.I., Article 710.

(*b*) In submitting the list, the Commanding Officer is to remark on the items which are considered to be of paramount importance and is to draw attention to those items which have already been partially completed either by Dockyard, Contract or Ship's Staff, stating the percentage of work done.

(*c*) When the list has been considered by the Admiralty, the Superintendent of the Dockyard or Technical Officers concerned (Article 352) and the Commanding Officer will be informed of the items which it is proposed to carry out during the next refitting period.

(*d*) If the work is to be carried out by Dockyard, estimates are to be forwarded by the Dockyard to reach the Admiralty by 1st February, in order that approval may be given in time to enable the work to be taken in hand during the refitting period, *i.e.*, the first quarter in the financial year. If the work is to be done by Contract, tenders are to be obtained at the same time as those for repairs and similarly forwarded for approval.

Shore Establishments.

(*e*) The Commanding Officer of the Division concerned is to forward a list of approved and proposed alterations and additions as in paragraph (*a*) to reach the Admiral Commanding by 15th May in each year in order that the

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items recommended for approval may be included for consideration in the annual machinery proposals of the Port to which the Division is attached.

2. Only in very exceptional circumstances may proposals for alterations and additions be forwarded by Drill Ships and Establishments at other times and then only if they are considered essential by the Admiral Commanding, and cannot wait to be included in the next list to be forwarded in accordance with the above.

3. Instructions as to obtaining tenders and overseeing the execution of the work are laid down in Article 352.

4. WORKS PROPOSALS.—Proposals for new works, or works alterations and additions, in connection with Drill Ships and Shore Establishments are to be forwarded to the Admiral Commanding, on Form D. 149 (Revised), as they arise. No estimate of cost or drawings are to be called for at this stage.

If the Admiral Commanding approves the service as necessary and of real importance, the D. 149 will be referred to the appropriate Officer-in-Charge of Works, who will assign a distinguishing number to it, prepare estimates and, if considered necessary, sketch plans, and report on the proposal generally. The distinguishing number allotted will be used throughout the financial year, and is to be quoted in any Contingent Machinery Proposals.

The Officer-in-Charge of Works will then return the D. 149, accompanied by the particulars mentioned, to the Admiral Commanding, by whom the documents will be retained for transmission to the Admiralty by the middle of September.

352. Drill Ships—Defects.—Where Drill Ships are reasonably close to any of H.M. Dockyards, the Commanding Officer should apply to the Superintendent of the Dockyard concerned for any urgent and necessary repairs to be taken in hand by the Dockyard Staff.

2. Where this is not possible, the following procedure is to be adopted :—

(*a*) In cases of very urgent defects, *i.e.*, those affecting the safety of the ship, such as leaks of hull, dragging of moorings, breaking of cables, etc., the Commanding Officer is empowered to take the nearest and quickest means of ensuring the safety of the ship without prior higher authority. The nature of the defect, action taken and reasons for same are to be reported at once to the Admiral Commanding, who will refer the matter to the Admiralty Departments concerned to deal with the question of cost and permanent repairs, etc., if required.

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(*b*) In cases of urgent defects, *i.e.*, those affecting the health or well-being of the crew or ratings attending instruction, such as defects in sanitary, water or heating arrangements or those which if not dealt with promptly would result in increased expenditure later, the Commanding Officer should obtain competitive tenders from two or three firms for making good the defects. The lowest tenders are to be proposed for acceptance, if considered fair and reasonable; but if for any reason it is proposed not to accept the lowest tender an explanation should be furnished. If the estimated cost is under £10, telegraphic approval to put the work in hand should be sought, and a report on the matter forwarded subsequently, together with the tenders obtained. The tenders for the defects, the cost of which will exceed £10, should be forwarded to the Admiral Commanding, who will arrange for the necessary action to be taken.

(*c*) All defects not included in categories (*a*) and (*b*) are to be dealt with as shewn below.

3. The defects in Drill Ships arising from the wear and tear of normal service will be dealt with annually as follows. (*See* clause 4 as regards boats).

(*a*) The defects reported by the Commanding Officer will be examined and specifications prepared during the first quarter of each year by the Technical Officers shewn in clause 6 in conjunction with the Officer Instructor.

(*b*) Tenders for the work required to be done will be obtained from competent local firms by the Technical Officers and forwarded to the Admiralty, accompanied by a report as to the reasonableness, etc., of the tenders received. The lowest tenders will be proposed for acceptance, if considered fair and reasonable, but if for any reason it is proposed not to accept the lowest tender an explanation should be furnished.

(*c*) On acceptance of the tenders the Technical Officers will oversee the execution of the work and furnish a certificate as to satisfactory completion of work before payment is made.

4. The annual refit of boats is to be dealt with in accordance with the general procedure shewn in clause 3 above, but will be carried out between 1st November and 1st March, defect lists for boats being forwarded on 1st November each year. Defect lists for boats from the Sussex Division are to be forwarded to the Warship Production Superintendent, Southern Area.

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5. Local arrangements may be made for minor repairs to ships' fittings within a limit of £5 per item, the cost being met from the Divisional Contingent Fund.

6. The following list shews the Dockyards or Districts to which Drill Ships are attached for repair purposes :—

Name of Ship.	Where Situated.	Dockyard or District to which attached for Repair Purposes.
" Eaglet " ..	Liverpool ..	*Hull.*—Warship Production Superintendent, North Western Area.
" Irwell " ..	Birkenhead ..	*Machinery.*—Admiralty Engineer Overseer, Manchester and Liverpool Districts.
" Caroline " ..	Belfast ..	*Electrical.*—Admiralty Electrical Engineer, Manchester District.
" Flying Fox " ..	Bristol ..	Devonport Dockyard.
" Calliope " ..	Newcastle ..	*Hull.*—Warship Production Superintendent, North Eastern Area.
" Satellite " ..	South Shields	*Machinery.*—Admiralty Engineer Overseer, North of England District.
		Electrical.—Admiralty Electrical Engineer, Newcastle District.
" Claverhouse " ..	Leith	*Hull.*—Warship Production Superintendent, Scottish Area.
" Unicorn " ..	Dundee ..	*Machinery.*—Admiralty Engineer Overseer, Scotland District.
" Carrick " ..	Greenock ..	*Electrical.*—Admiralty Electrical Engineer, Glasgow District and Scottish Area.
" President " ..	London ..	*Hull.*—Warship Production Superintendent, Southern Area and Sheerness Dockyard.
		Machinery.—Admiralty Engineer Overseer, London District.
		Electrical.—Admiralty Electrical Engineer, London and Southern District.

353. Drill Ships—Survey and Docking.—The periodical examinations of the accessible compartments and fittings in Drills Ships are to be carried out by Ship's Staff, and reports of the examinations are to be rendered half-yearly on 30th June and 31st December respectively to the Admiral Commanding. These examinations will enable a record to be kept of the conditions of the structure and fittings generally. Defects noted which are beyond the capacity of the Ship's Staff, and are not of an urgent nature, are to be included in the defect lists rendered to the Technical Officers concerned, and dealt with during the annual refit. (*See* Article 352, clause 3).

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2. Partial surveys of these vessels will be made annually by the Technical Officers concerned, and the condition of the framing, plating and planking observed by drill testing and borings as necessary. The complete survey of all accessible portions of the hull structure, etc., is to be completed within a period of four years.

3. Iron and steel vessels are to be docked every four years, for coating of bottom and completion of full survey. Docking of sheathed, or composite vessels is to be carried out when shewn to be necessary after any survey, but not necessarily every four years.

Vessels built of wood are not to be docked without Admiralty approval.

4. Arrangements are to be made by the Technical Officers concerned for examination of outer bottom to be carried out by diver as considered necessary during the intervals between dockings.

354. Shore Establishments and Buildings—Defects.—In order to provide for the prompt execution of urgent repairs, arising from violence of weather or other casualties, with regard to which extra expense or danger would be likely to result from the necessary delay in acquainting the District Officer in Charge of Works, but in no other case whatever, Commanding Officers may cause the work to be done on their own authority, after obtaining competitive tenders when practicable, provided that the cost will not exceed £5.

2. The correspondence relating to the work is to be attached to the claims, which are to be forwarded to the District Officer in Charge of Works.

3. No chimney pot is to be renewed at a cost exceeding 10*s.*, exclusive of fixing.

355. Purchase or Lease of Lands and Buildings.—All proposals to purchase or lease land or buildings are to be submitted by Commanding Officers to the Admiral Commanding for approval before any liability is incurred.

2. Applications for the purchase of land are to specify :—

(*a*) The exact situation and area of the property which it is proposed to acquire. (The situation should also be marked on a small map of the district).

(*b*) The purpose for which the property is required.

(*c*) The price which it is estimated would be required.

(*d*) If the property is already unofficially occupied by the Division the terms on which it is held.

(*e*) If the property is not occupied by the Division, but its acquisition will enable the Division to surrender other accommodation, the amount of the saving to be effected by its surrender should be stated.

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3. The application should be accompanied by a plan of the site and of any existing buildings thereon.

356. Encroachment.—Commanding Officers of Divisions are to draw the attention of District Officers in charge of Works to any case of encroachment upon property vested in the Admiralty, or to the erection of any building adjacent to such property of which the windows overlook Admiralty premises.

2. Commanding Officers are to be careful not to take any action which may affect Admiralty interests in the property occupied by their Divisions (*e.g.*, by granting a right of way through the premises or by allowing any attachments to be made to buildings or walls).

357. Gas, Water and Electric Current.—All claims for gas, water and electric current are to be forwarded to the Admiralty for examination and payment.

2. Claims for electric current are to be sent direct to the Director of Navy Accounts, those for gas and water to the local Officer in Charge of Works, for transmission to the Civil Engineer-in-Chief.

3. All claims are to bear the following certificate, which is to be signed by the Commanding Officer of the Division or other responsible officer :—

(*a*) The supply has been economically used.
(*b*) The meter readings are correct.
(*c*) The rates charged do not exceed those current in the district.
(*d*) The Admiralty is liable for the whole of the expense.
(*e*) No item in the claim has been previously paid.

4. If any electric current or gas is used for other than lighting purposes, a note to that effect should be made on the claim.

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CHAPTER XX.

STORES.

SECTION I.

General.

365. Responsibility for Stores.—All stores issued to Divisions remain Government property and the Commanding Officer of each Division will be held responsible for their safekeeping and proper use. The Commanding Officers of Outlying Units are responsible to the Commanding Officer of their Division for the proper custody and preservation of the arms and stores entrusted to them.

2. Should any stores be lost, destroyed or damaged as a result of neglect or carelessness, an amount, not exceeding the value of the articles, will be charged to the Division concerned.

3. An examination of all Government stores will be made as necessary by officers deputed by the Admiral Commanding.

366. Storekeeping Officers.—The keeping of accounts and the rendering of the same to the Commanding Officer are to be carried out by the following officers :—

All Naval and Naval Armament Stores issued to a Division whether at Divisional Headquarters or at Outlying Units.	The Officer Instructor of the Division.
All Victualling Stores (including Clothing and Mess Gear).	The Accountant Officer of the Division.

367. Storehouses.—All arms, ammunition or other stores, supplied to Divisions at the public expense or by private subscription are to be deposited in a proper storehouse, the position of which has been approved by the Admiralty.

2. Every such storehouse shall be free from all county, parochial, or other local rates and assessments.

3. All exemptions contained in the Gunpowder Act, 1860, or any Act amending the same, relative to storehouses, magazines, or places belonging to, or held for the service of, the Crown, shall extend to any storehouse appointed under this rule, with the approval of the Admiralty, as a fit place for the storing of ammunition but not otherwise.

4. No liability to make good loss or damage of arms or stores by fire (except in cases of neglect or carelessness, or an offence under the Regulations), will rest on the Commanding Officer if the articles concerned were stored as ordered in Clause 1.

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368. Losses of Stores by Neglect, Theft, etc.—Losses by neglect are to be separately credited in the Store Account for the period in which they occur, and the credits are to be supported by vouchers prepared by the officer in charge of the stores on the established Form (S. 126); no article lost by neglect will be allowed in the Store Accounts unless credit be supported by such voucher.

2. All losses of stores or materials of any description belonging to H.M. Naval Service known or believed to be due to theft are to be reported to the Admiral Commanding, as soon as possible after the discovery of the loss, whether the articles have been recovered or not, with full particulars of the articles and precise information on the following points:—

(*a*) The circumstances in which the articles were stolen, or believed to have been stolen, together with the date of loss and their value.
(*b*) In whose custody the articles were at the time of the actual or supposed theft.
(*c*) Whether any enquiry was held and with what result.
(*d*) Whether the articles were recovered, and if not, what steps have been taken to recover them.
(*e*) Whether the local police were informed, and if so, with what result. Copies of police statements should be forwarded.
(*f*) Whether any persons are considered to have been negligent within the meaning of K.R. & A.I. Article 1528, clause 1 (*c*). If so, the names of the persons concerned should be reported.

3. When valuable and important stores are lost in any circumstances, special reports are to be forwarded to the Admiral Commanding.

4. Losses in transit of naval stores between Yards and Divisions or Outlying Units will be adjusted in the Dockyard accounts. The R.N.V.R. accounts are to be amended on receipt of the "Adjusting" supply voucher, S. 134d, furnished by the Naval Store Officer of the Yard.

Shortages of or damages to stores delivered to Divisions should be reported to the carriers immediately, if possible, and in any case within three days of delivery. Notification of the loss or damage should also be sent to the Yard from which supply was made stating what action has been taken with the carriers.

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SECTION II.

Naval Stores.

370. Establishment of Naval Stores.—The Naval Stores allowed to a Division are shewn in B.R. 337, Establishment of Naval Stores for the R.N.V.R.

The supply of *consumable* stores to certain Divisions is, however, governed by financial consideration and not by definite established allowance.

371. Demands for Naval Stores.—Are to be forwarded to the appropriate Storing Yard as shewn in the following table. All demands are to be signed by the Officer Instructor and approved by the Commanding Officer of the Division or Outlying Unit. The actual address to which the stores are to be sent is to be clearly stated.

Division.	Name of Ship or Outlying Unit.	Berth or Address.	Storing Yard.
Clyde	Headquarters ..	Whitfield Road, Govan, Glasgow	Sheerness.
	" Carrick " ..	Greenock	Sheerness.
East Scottish ..	" Claverhouse "	Leith	Sheerness.
	" Unicorn " ..	Dundee	Sheerness.
London ..	" President " ..	Victoria Embankment, London, E.C.4	Sheerness.
Mersey.. ..	" Eaglet " ..	Liverpool..	Devonport.
	" Irwell " ..	Birkenhead	Devonport.
Severn ..	" Flying Fox "..	Bristol	Devonport.
Sussex ..	Headquarters ..	5, Victoria Terrace, Hove	Portsmouth.
	R.N.V.R. Drill Hall	Newhaven	Portsmouth.
Tyne	" Calliope " ..	Newcastle-on-Tyne ..	Sheerness.
	" Satellite " ..	South Shields	Sheerness.
Ulster	" Caroline " ..	Belfast	Devonport.

2. Demands for stores to replace or replenish to established allowances are to be made out annually (in quadruplicate) for each

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Division, separate demands being made for Outlying Units, on Forms S. 134D and R.N.V. 20, and forwarded not later than 15th November to the Naval Store Officer of the Dockyard concerned. The Commanding Officer of each Outlying Unit is to forward the demands for the Outlying Unit to the Officer Instructor, early in October.

The stores will be supplied about 1st February.

3. Demands for permanent or consumable stores in excess of establishment are to be submitted on Form S. 134D to the Admiral Commanding, accompanied by a short report stating the reasons for demanding.

372. Local Purchase of Stores.—Local purchases may be authorised of such stores as can be obtained with advantage in this manner, and in such cases tenders should be called for if the quantity warrants.

2. Before calling for tenders or purchasing, the Commanding Officer is to satisfy himself that the articles demanded are allowed by Establishment, or that the supply, if in excess of Establishment, has been approved.

In particular, no *additional* electrical apparatus for power, heating or cooking, or lighting purposes should be purchased without prior Admiralty concurrence, as it is necessary to ascertain in all cases what will be the effect of additional loading on the supply and distribution cables, and, in the case of items for heating and cooking, and power, whether electrical apparatus is the most satisfactory and economical in the circumstances.

3. Only competent firms are to be invited to tender, and, provided the total cost does not exceed £10, the lowest tender may be accepted by the Commanding Officer.

4. Should the amount exceed £10, or it be proposed to pass over the lowest tender, the Commanding Officer is to transmit all the tenders to the Admiral Commanding, stating on the abstract which tender he proposes for acceptance, or, when applicable, his reasons for not recommending the lowest. It is, however, most undesirable to invite quotations from any firm whose tender, if the lowest, it is not intended to accept.

5. All tenders must be abstracted on Form D. 603/S. 607 and the instructions therein are to be followed in inviting and dealing with tenders.

6. In all cases of purchase, the claims are to be paid by the Accountant Officer of the Division; the Contractor's invoice, duly certified as to the receipt of the stores and entry in the Store Account is to be forwarded as a Voucher to the appropriate Cash Account.

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373. Survey of Naval Stores.—Stores considered unserviceable, are to be surveyed, under the authority of the Commanding Officer by the officers mentioned in Article 374, clause 5, the report being forwarded to the Admiral Commanding on Form S. 330; instructions as to their disposal will then be given.

2. For boats or other important stores, application for Surveying Officers to be detailed should be made to the Admiral Commanding or to the appropriate Warship Production Superintendent.

374. Naval Store Accounts.—A Store Account (Permanent and Consumable Naval Stores), Form R.N.V. 21, is to be kept and rendered by the Officer Instructor of each Division for all Naval stores supplied, or purchased, for the use of the Division, but a separate set of accounts may be kept for stores supplied for the use of an Outlying Unit.

2. A MS. list of the permanent stores supplied as an outfit to each Outlying Unit is to be kept by the Commanding Officer of the Outlying Unit; a copy of this list is also to be in the possession of the Officer Instructor.

3. The Commanding Officer of each Outlying Unit is to keep a record of the expenditure of consumable stores, and is to furnish a statement of such expenditure to the Officer Instructor as required.

4. The Store Account is to be closed on a change of Accounting Officer. The remains entered in the accounts are to be those ascertained by actual stocktaking; they are to be carried to a new account and the closed accounts, with all documents necessary for their examination, are to be forwarded to the Director of Stores, Admiralty, as soon as practicable.

5. The stocktaking officers are to be as follows:—

Annual Stocktaking.

At Headquarters.	*At Outlying Units.*
The Officer Instructor.	The Officer Instructor.
The Paymaster Commander or Paymaster Lieutenant-Commander.	The Senior Executive Officer of the Outlying Unit.
The Executive Officer.	A Lieutenant or Sub-Lieutenant of the Outlying Unit.

Stocktaking on Change of Officer in Charge of Stores.

Officer giving up charge.
Officer taking charge.
One other officer appointed by the Commanding Officer.

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6. Differences disclosed on all occasions of stocktaking are to be at once reported by the Commanding Officer to the Admiral Commanding, accompanied by an explanation from the officer responsible for the stores, if the difference cannot be adjusted or cleared up locally.

375. Stationery.—Demands for stationery on Form S. 1310 for the ensuing six months are to be forwarded direct to the Keeper of Stationery and Printing, Admiralty, on 1st January and 1st July each year.

2. The expenditure of stationery is to be kept as low as possible. Only the quantities estimated to be required and not the maximum allowed are to be demanded.

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SECTION III.

Naval Armament Stores.

380. Establishment of Naval Armament Stores.—The stores allowed to a Division are shewn in O.U. 6092C. Proportion Book of Naval Armament Stores, Part VI, a copy of which is supplied to each Division.

2. The proportion of ammunition allowed is to be reckoned from 1st April in each year.

3. The establishment of permanent stores represents a complete outfit, and such stores will only be replaced when worn out, broken, or lost. No article of equipment will be replaced until it is thoroughly unserviceable nor will articles of obsolete pattern be replaced without Admiralty authority.

4. Where the return of an instrument to a dockyard for renewal or repair would entail long delay or undue expense, local arrangements may be made therefore within a limit of £5 per item, the cost being met from the Divisional Contingent Fund.

381. Accounts for Naval Armament Stores.—One set of accounts (Forms S. 474, S. 1418, S. 1418a, S. 1423a and S. 1423f) is to be kept and rendered by the Officer Instructor of each Division for all Naval Armament Stores supplied or purchased locally for the use of the Division, but a separate set of accounts may be kept for Naval Armament Stores supplied for the use of an Outlying Unit. Instructions as to the method of keeping the accounts are given at the beginning of the account forms.

2. A MS. list of the permanent stores supplied to each Outlying Unit is to be kept by the Officer Commanding the unit; a copy of this list is also to be in the possession of the Officer Instructor.

3. The Commanding Officer of each Outlying Unit is to keep a record of the expenditure of Naval Armament Stores and to furnish a statement of such expenditure to the Officer Instructor of the Division, as required.

4. All losses by neglect must be supported by vouchers on Form S. 126, shewing the amounts recovered and the date of the cash account in which the payments are debited.

5. The accounts are to be closed and rendered to the Chief Superintendent of Armament Supply, Admiralty, biennially and on change of Accounting Officer: all articles shewn therein as

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"Received" and "Returned to Store" must be supported by vouchers.

6. The remains entered in the accounts are to be those ascertained by actual stocktaking, and should be carried forward into the new account opened.

7. The stocktaking officers are to be as follows:—

Biennial Stocktaking.

The Officer Instructor.
An Executive Officer detailed by the Commanding Officer of the Division.

Stocktaking on Change of Accounting Officer.

Officer giving up charge.
Officer taking charge.
An Executive Officer detailed by the Commanding Officer of the Division.

382. Demands for Naval Armament and Gun Mounting Stores.—Demands (in duplicate) on Form S. 1403 (O.15) signed by the Officer Instructor and approved by the Commanding Officer of the Division or Outlying Unit, are to be forwarded as shewn below. The actual address to which the stores are to be sent is to be clearly shewn.

(*a*) Guns, Mountings and Loading Teachers, Deflection Teachers, Dotters.	To the Admiral Commanding.
(*b*) Small-arms, Spare parts, Tools and Accoutrements.	To the nearest R.N. Armament Depot.
(*c*) Spare Parts of Guns and Side Arms.	
(*d*) Other non-explosive Ordnance and Magazine Stores, except shot and practice projectiles.	
(*e*) Ammunition (including shot and practice projectiles) and other explosives.	To the nearest R.N. Armament Depot (through the Admiral Commanding).

2. Demands for new articles are to be accompanied by Return Note (Form O.2) for the defective articles returned to store, or by an account of their disposal, which are to be duly certified by the Commanding Officer. Demands for small-arms and accoutrements to replace others worn out, broken, or lost, are to shew the divisional

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and serial numbers of the articles to be replaced. (*See also* Article 383, clause 2).

3. Demands for spare parts of guns should not be forwarded until Admiralty authority has been received for the supply of the guns, the date and number of the letter containing the authority being quoted on the demands.

4. Demands for ammunition should, if practicable, be made only once a year, sufficient being demanded to meet requirements for 15 months.

5. Demands for permanent or consumable stores in excess of Establishment are to be submitted on Form S. 1403 (0.15) to the Admiral Commanding, accompanied by a short report stating the reasons for demanding.

6. The nearest R.N. Armament Depots to the respective Divisions are as follows :—

Clyde Division	Crombie
East Scottish Division	Crombie
London Division	Chatham (Upnor)
Mersey Division	Devonport (Bull Point)
Severn Division	Devonport (Bull Point)
Sussex Division	Portsmouth (Priddy's Hard)
Tyne Division	Crombie
Ulster Division	Portsmouth (Priddy's Hard).

383. Small Arms—Issue.—Each Division will be supplied with arms for ratings of the Seaman class in accordance with O.U.6092C, Part VI.

When called up for service, ratings will not take their rifles with them to the Naval Depot to which they may be ordered. Rifles held by Divisions will be retained if still required for training purposes, or if not so required, will be returned to the nearest Naval Armament Depot.

2. The arms supplied to a Division will be marked with Divisional and serial numbers before issue, and the numbers with which they are to be marked should be shewn on the demands (*see* Article 382), care being taken that serial numbers already in use are not again shewn. A record of the serial numbers is to be kept at the Division.

3. No other marks than those on them when issued are on any account to be put on the arms.

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384. Custody of Small Arms.—Great attention is to be paid to the proper cleaning and care of arms, all of which are to be examined at least once in six months by an officer appointed by the Commanding Officer.

2. All rifles, pistols and side arms are to be kept in an armoury, the key of which is to be in the possession of a responsible person, and the position of which has received Admiralty approval. Arms are never to be kept in any place not approved by the Admiralty. (*See also* Article 367.)

3. The Ordnance Artificer on the permanent staff is to carry out any necessary repairs and is to part all rifles at least once in 18 months (once in a year if practicable). Any rifle or pistol which he is unable to repair should be sent to the R.N. Armament Depot for necessary action.

385. Ammunition—Custody.—Every Division and Outlying Unit is to provide a secure place for the custody of its small-arm ammunition. (*See* Article 367.)

2. Every care is to be taken in the conveyance and general handling of ammunition, and the Officer Instructors and Chief Petty Officer Instructors are to see that the regulations and customs of the Royal Navy in that respect are strictly adhered to.

3. No smoking is on any account to be allowed in the vicinity of magazines or cases containing explosives.

4. No persons are to be allowed to congregate around packages containing explosives.

5. Packages of explosives are not to be opened either inside a magazine or immediately outside the magazine door.

6. Bayonets are not to be worn by men moving powder.

386. The Inspection and Examination of Guns and Gun Mountings is to be carried out simultaneously, when any repairs considered necessary should be taken in hand.

2. Gun mountings are to be stripped and examined at intervals not exceeding 3 years by the Officer Instructor, the result being reported to the Admiral Commanding, in manuscript. The holding-down bolts of gun mountings are to be examined at the same time, and the result reported.

Whenever any serious defects are discovered, a report is to be forwarded immediately to the Admiral Commanding, who will arrange a further examination, if necessary, by a Naval Engineer Officer.

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3. All service guns are to be kept in good condition and are not to be allowed to deteriorate. They are to be inspected every three years in accordance with (8) of Table F, O.U. 5416/32 (Tables shewing particulars in regard to Naval Ordnance).

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SECTION IV.

Medical Stores.

390. The following Medical Stores will be allowed for instructional purposes :—

For Headquarters	(*a*) One medicine chest (No. 4). (*b*) One valise with contents (first-aid dressings, etc.). (*c*) One set of first-aid diagrams.
For Outlying Units	Those articles at (*b*) and (*c*) only.

2. Replenishment of these stores, as required, is to be made by local purchase (*see* Article 372).

3. They are to be taken on charge by the Officer Instructor in his Naval Store Account, but are to be issued to the Medical Officers of the Outlying Units, receipts being obtained from them.

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SECTION V.

Victualling Stores.

393. Demands are to be signed by the Accountant Officer and approved by the Commanding Officer of the Division or Outlying Unit and the actual address to which the stores are to be sent is to be clearly shewn.

2. Supply and receipt notes for the articles issued will be forwarded from Deptford to the Division when the victualling stores (including clothing) are despatched, and as soon as the stores have been received and checked, the receipt notes should be signed and returned to the Royal Victoria Yard.

394. Clothing.—Clothing should be demanded in bulk by the Divisions periodically (say, monthly) from the Royal Victoria Yard, Deptford, S.E.8. Full particulars of the sizes required should be given on the demands, and in the case of suits for men not dressed as seamen, the demands should be accompanied by " self-measurement " forms so that the suits can be made up to the measurements of the individuals requiring them and should clearly indicate the class of uniform required. (*See also* Article 53—Officers' clothing.)

2. Issues of clothing on repayment are only to be made for cash and the amounts received are to be taken on charge in Cash Account No. 1.

3. An account is to be rendered quarterly on Form S. 1050 by the Accountant Officer of each Division of the receipt and issue of clothing drawn from the Victualling Yard.

Accounts of individual issues of kit should be kept on Form S. 79.

4. WEB LEGGINGS.—A stock of web leggings, on the basis (as a maximum) of 50 per cent. of the numbers borne is to be kept in each Division for issue on loan when required. The maximum stock should not be kept if a smaller quantity will suffice.

395. Mess Traps and Mess Utensils.—The Regulations governing the supply of mess gear to Divisions are shewn in B.R. 93, Manual of Victualling, Chapter XIV, Section 1 (page 144). The replacement allowance referred to in para. 2 thereof is to cover all replacements of mess gear required.

2. An account is to be rendered annually, and on change of Accountant Officer, of the Mess Traps and Mess Utensils on his charge, on Forms S. 100 and S. 83, Part III, respectively.

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3. The instructions printed on the forms for rendering the accounts are to be carefully followed.

396. Stocktaking.—Stocktaking of clothing and mess traps is to be carried out annually on 31st March and on change of Accounting Officer, and a report thereof forwarded to the Director of Victualling as soon as possible thereafter.

The remains of clothing are also to be mustered by the Accountant Officer, or by another Accountant Officer deputed by him, at the end of June, September and December, and the result shewn in Certificate A in the Clothing Account.

Certificate A is also to be completed and signed in the duplicate copy of the account retained at Headquarters and Outlying Units, in order that a record of the annual stocktaking and quarterly musters may be available for inspection.

The Stocktaking Officers are :—

At Headquarters.	*At Outlying Units.*
The Officer Instructor.	The Officer Instructor.
The Senior Accountant Officer.	The Senior Accountant Officer of the Unit.
The Senior Executive Officer.	The Senior Executive Officer of the Unit.

On change of Accounting Officer, the Stocktaking Officers at Headquarters and Outlying Units are :—

Officer giving up charge.
Officer taking charge.
An Executive Officer appointed by the Commanding Officer of the Division.

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CHAPTER XXI.

R.N.V.R. BOYS' CORPS.

400. R.N.V.R. Boys' Corps may be affiliated to Divisions under the following regulations, but no R.N.V.R. Boys' Corps is to be affiliated to any Division without the prior consent of the Admiral Commanding.

2. One or more companies of boys may be attached to a Division. There shall be no minimum strength for such companies, but the maximum number for each shall be 100 boys. As a rule, the number of boys shall not exceed the number of R.N.V.R. Seaman ratings at the Headquarters or Outlying Unit concerned.

3. The boys shall be known as " R.N.V.R. Boys."

4. No boy shall be enrolled under the age of 12 or remain on the list after attaining the age of 17. At the latter age a boy is eligible for enrolment in the R.N.V.R. as an Ordinary Seaman, provided he has completed two years' satisfactory service in the Boys' Corps. (*See* appendix II.)

5. No boy shall be enrolled except with the written consent of his parents or guardians, and, if an apprentice, the written consent of his master.

6. The Commanding Officer of a Division may, at his discretion, discharge any boy.

7. The boys may receive their training at the drill establishments of the Division to which they are attached, under the direction and at the discretion of the Commanding Officer. The services of the permanent staff will be available for this purpose, so long as no interference with the regular and proper instruction of the men is caused, and R.N.V.R. Petty Officers and men are invited to assist as far as possible.

8. Boys shall be eligible to be rated upon the recommendation of the Officer Instructor approved by the Commanding Officer, as Petty Officer Boys and Leading Seaman Boys ; the numbers of such ratings to be allowed shall be in the proportion of two Petty Officer Boys and three Leading Seaman Boys to every 25 boys.

9. Boys who enlist directly into the R.N.V.R. through the Boys' Corps may, at the discretion of the Commanding Officer of the Division in which they are enrolled, be excused all or part of their recruit drill.

10. Boys shall wear the R.N.V.R. uniform applicable to their rating with a distinctive cap ribbon bearing the words " R.N.V.R.

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Boys' Corps "—but this uniform will not be supplied at Government expense. The Commanding Officer of the Division to which the boys are attached shall make such arrangements for providing clothing as he may consider most convenient and economical. No boy whilst in uniform shall be present at any political, trade or other meeting or procession : should boys wish to attend such meetings they must appear in civilian clothes.

11. A grant of 3*s.* 6*d.* per annum in respect of each "efficient" Boy will be paid annually to the Commanding Officer, of each Division to which a Boys' Corps is attached. This grant is to be utilised to meet the necessary expenses connected with the formation, organisation and administration of the Corps, and for increasing their efficiency, but not for social, religious or other purposes. Claims for payment of this grant should be rendered to the Admiral Commanding as soon as possible after 1st January each year, accompanied by a certificate to the effect that the Corps has a strength of 30 " efficient " Boys. No grant will be payable in any year where such certificate cannot be produced.

12. Application may be made to the Admiral Commanding for the supply of any Naval, Naval Armament or Naval Ordnance stores required for the special use of the Boys' Corps.

Articles of camp equipment can be supplied on loan for short periods if required, under the conditions shewn in Appendix XIV. Application should be made to the Admiral Commanding at least two months before the stores are required, and should be accompanied by information as to the proposed dates of commencing camp and its duration.

The insurance policy referred to in (1) of Appendix XIV is to be taken out in the name of the Lords Commissioners of the Admiralty.

13. The boys shall be inspected annually, in conjunction with the Division to which they are attached, by the Admiral Commanding or an Officer deputed by him.

14. The R.N.V.R. Boys' Corps and the officers in charge of them shall be shewn in the Navy List.

15. Subject to the foregoing regulations, Commanding Officers of Divisions may approve additional regulations, having regard to local conditions.

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CHAPTER XXII.

SERVICE CERTIFICATES, HISTORY SHEETS AND CORRESPONDENCE.

405. Service Certificates.—A Service Certificate (Form R.N.V. 10) is to be prepared for each R.N.V.R. rating on first enrolment.

All Service Certificates are to be kept in the appropriate envelope (Form S. 459A) and the instructions on the envelope are to be carefully followed. They are not to be enclosed in envelopes which entail their being folded. Special envelopes (S. 1242) are allowed for this purpose.

2. The Certificates are to be kept in the custody of the Commanding Officer of the Division or Outlying Unit.

3. Particular care is to be taken that notations are accurately made on the Service Certificates and History Sheets, and that they are attested by the Commanding Officer.

Notes for general guidance and information in connection therewith are given in Form S. 453.

4. When ratings are sent to H.M. Ships or Establishments for training or service, their Service Certificates are to accompany them except in the case of ratings sent to Home Fleet Destroyers when their Service Certificates are to be sent to the R.N. Barracks, where the pay accounts are carried out.

5. These Certificates will be examined from time to time in the office of the Admiral Commanding, who will inform Commanding Officers when they are to be forwarded for this purpose.

406. History Sheets.—A History Sheet (Gunnery, Torpedo, Signal, W/T, etc.) is to be prepared for each Seaman rating on being allocated to a special Branch (Article 133); this History Sheet is to be kept with and forms part of his Service Certificate, and is to be a complete record of a man's non-substantive qualifications. History Sheets are also to be prepared for Ordance and Electrical Artificers and Writers on entry.

2. Medical History Sheets are to be made out when a rating suffers from Defective Colour Vision. (*See* Appendix VI, Part I (*e*).)

407. Assessment of Character and Efficiency.—The character and efficiency of every R.N.V.R. rating are to be assessed in the same manner as for active service ratings, on 31st December, and as otherwise provided for in K.R. & A.I. Articles 605 and 607.

The number of drills performed in the training year ending on the previous 31st October and whether or not the rating concerned

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qualified as " Efficient " (Article 68) in respect of that year should also be inserted on 31st December if this has not been noted previously.

2. R.N.V.R. ratings are eligible for the V.G.* assessment for character under the same conditions as R.N. ratings. (*See* K.R. & A.I. Article 605, note to clause 8.)

3. The Commanding Officer of the Division, when carrying out these duties, should consult the Commanding Officers of sub-Divisions as necessary.

408. Final Disposal of Certificates.—When a rating is discharged from the R.N.V.R., the Commanding Officer is to make an endorsement of discharge on the Service Certificate, which is then to be handed to the rating together with his History Sheet. In the event of the man desiring to be re-enrolled subsequently, he will be required to produce these documents.

2. On being handed their certificates, ratings are to be warned that service certificates are official documents and that any tampering with them, *i.e.*, any alteration whether by addition, erasure, insertion, obliteration, removal or otherwise without proper authority, renders offenders liable to prosecution. Attention is also to be called to the serious nature of the penalties that may be incurred, viz.: Fine or imprisonment under the Seamen's and Soldiers' False Characters Act, 1906 and impounding of the service certificate.

409. Correspondence.—All correspondence relating to a Division, including Outlying Units, or on official matters connected with the R.N.V.R. is to proceed from the Commanding Officer of the Division or pass through him.

2. Commanding Officers are not to communicate direct with the Secretary of the Admiralty. All correspondence requiring Admiralty decision is to be forwarded to the Admiral Commanding, and as a general rule correspondence with Admiralty Departments should pass through him.

All submissions from individual officers and ratings are to be addressed in the first instance to the Commanding Officer of the Division (but *see* Article 223).

3. Commanding Officers when forwarding applications and reports are invariably to state their own opinion on the matter.

4. All applications etc., referring to R.N.V.R. ratings are to be accompanied by their Service Certificates.

5. The Officer Instructor may sign routine papers at the discretion of the Commanding Officer. In the absence on leave (Article 231) or under training of the Commanding Officer, the next

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senior Executive Officer on List I is to deal with official correspondence as necessary.

6. The instructions given in K.R. & A.I., Article 879, are to be adhered to in all official correspondence. All submissions addressed to the Admiral Commanding are to be in duplicate unless otherwise ordered in these Regulations.

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CHAPTER XXIII.

ROYAL NAVAL VOLUNTEER SUPPLEMENTARY RESERVE.

415. Object.—The object of the Royal Naval Volunteer Supplementary Reserve (hereinafter referred to as "R.N.V.S.R.") is to maintain in time of peace a list of gentlemen resident in the United Kingdom who are interested in yachting and similar pursuits and who, though ineligible through age, place of residence or lack of time to join the R.N.V.R., are desirous of being earmarked for commissions as Executive Officers in the R.N.V.R. in the event of war.

416. Qualifications.—Candidates for the R.N.V.S.R. must :—

(*a*) Have attained the age of 18 and be less than 40.

(*b*) Fulfil the requirements of Article 16, clauses 1 and 2 as regards birth.

(*c*) Pass a medical examination of the standard shewn for Executive Officers R.N.V.R. in Appendix VI, except that the minimum standard of eyesight is to be 6/12, 6/18.

(*d*) Satisfy an interviewing committee that they have a good knowledge of sea-faring, acquired either through service in the Merchant Navy or as yachtsmen; that they possess the necessary standard of education to benefit from instruction in Naval subjects on mobilisation, and that they are in every respect suitable to hold a commission.

(*e*) Not be members of any other Reserve of the Royal Navy, Army or Royal Air Force.

417. Enrolment.—Candidates should apply for interview and medical examination to the Commanding Officer of the Division in the area of which they reside. (*See* Appendix VIII.)

2. Travelling expenses in connection with interviews or medical examination cannot be repaid.

3. On enrolment members will be affiliated to one of the R.N.V.R. Divisions according to the area in which they reside, and will be issued with a Memorandum of Appointment. (*See* Appendix XVII.)

4. They will be required to keep the Commanding Officer of their Division informed of all changes of address.

418. Terms of Service.—Members of the R.N.V.S.R. will be required, in consideration of being so ear-marked, to undertake, in writing, to report as ordered on receiving a calling-up notice on or after mobilisation.

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2. In time of peace, members will hold no rank and will not be entitled to wear uniform, nor will they receive pay, allowances or retainers of any kind.

3. On being called up, provided that they are then found to be medically fit, they will be granted temporary probationary commissions as Sub-Lieutenants R.N.V.R., or, if under the age of 21, will be entered as temporary probationary Midshipmen R.N.V.R. Seniority in the R.N.V.R. will be granted from the date they are mobilised, relative seniority between individual officers called up together depending on the date of their enrolment in the R.N.V.S.R.

They will be granted an allowance for purchase of uniform and will receive the pay and allowances applicable to their R.N.V.R. rank and will be eligible for promotion in R.N.V.R. rank.

4. Before being drafted to active service they will undergo an intensive course of training.

419. Resignation and Discharge.—Members may withdraw from the Reserve at any time except during periods of national emergency or on the outbreak of war.

2. Members will be removed from the Reserve on attaining the age of 50, but an extension may be granted in exceptional cases at the discretion of the Admiral Commanding on the recommendation of the Commanding Officer of the Division.

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APPENDICES.

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OFFICERS—ENTRY, PROMO

NOTE.—Only mobilised service in a confirmed rank will count for any officer without prior authority of the Director

Rank.	Daily Rates of Pay.
	£ s. d.
Executive Officers.	
1. Midshipman (probationary and confirmed) ..	0 5 0
2. Acting Sub-Lieutenant	0 7 8
3. Sub-Lieutenant (probationary and confirmed) ..	0 9 0

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increase of pay in that rank. Progressive pay is not to be credited to of Navy Accounts. (*See* Article 175, clause 2.)

(A) Qualifications required for entry in probationary rank. (*See* also Article 16.)
(B) Qualifications required for confirmation in the rank. (*See* also Article 16, clause 8.)
(C) Qualifications required for promotion to the rank. (*See* also Article 21.)
(D) Remarks.

(A) Attained the age of 17 and must be less than 21.
(B) (1) One year as Probationary Midshipman.
(2) Performed 28 days training.
(3) Recommended by Commanding Officer of ship in which training was performed ; and
(4) By Commanding Officer of Division.

(C) (1) Not under 20 years of age.
(2) Satisfactorily performed 14 days training as Midshipman (confirmed) if required (Article **115**.)
(3) Passed qualifying seamanship examination. (*See* D.)
(4) Qualified as " Efficient " (Article **67**).
(5) Recommended by Commanding Officer of Division.
(D) The examination at (C) (3) is to be carried out at the Division on the following standard and syllabus :—
(1) Handling and taking charge under oars and sail of all types of boats at the Division and taking charge of the motor boat if supplied.
(2) Anchor work, knots, splices, bends, hitches, blocks, tackles.
(3) Regulations for preventing collisions at sea.
(4) Compass and helm.
(5) Methods of taking soundings.
(6) General knowledge of Seamanship Manual, Vol. II, Chapter I.
(7) Colours of flags (Naval and International code) and use of substitutes ; read plain language message in Semaphore at 10 w.p.m. ; read an exercise (principal signs only) in Morse at 6 w.p.m. ; simple procedure for making Semaphore and Morse messages.
50 marks to be given for each section, 60 per cent. of total and 50 per cent. in each section to be obtained.

(A) Attained the age of 21 and must be less than 24.
(B) *Confirmation of Probationary Sub-Lieutenant.* (*See* D.)
(1) One year as Probationary Sub-Lieutenant.
(2) Satisfactorily performed obligatory training (Article **115**).

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Rank.	Daily Rates of Pay.					
Executive Officers—*continued.*						
3. Sub-Lieutenant (probationary and confirmed)—*continued.*						
	Scale I.*			Scale II.†		
	£	*s.*	*d.*	£	*s.*	*d.*
4. Lieutenant (probationary and confirmed) ..	0	15	4	0	13	6
After 4 years' mobilised service	0	18	2	0	15	4
,, 6 ,, ,, ,, ...	1	1	8	0	18	2
5. Lieutenant-Commander on promotion				1	7	2
After 3 years' mobilised service				1	9	0
,, 6 ,, ,, ,, ...				1	10	10

* *Scale I* is applicable to officers who have served in the Reserve continuously from a date earlier than 5th October 1925. Date of entry of officers undergoing training is shown on Form R.N.V. 16.

† *Scale II* is applicable to all other officers.

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AND FULL PAY—*continued.*

(A) Qualifications required for entry in probationary rank. (*See* also Article 16.)
(B) Qualifications required for confirmation in the rank. (*See* also Article 16, clause 8.)
(C) Qualifications required for promotion to the rank. (*See* also Article 21.)
(D) Remarks.

(B)—*continued.*
(3) Recommended by Commanding Officer of ship in which training was performed.
(4) Qualified as " Efficient " (Article 67).
(5) Passed qualifying seamanship examination as in (D) for Acting Sub-Lieutenant.
(6) Recommended by Commanding Officer of Division.

(C) *Promotion from Acting Sub-Lieutenant.*
(1) One year as Acting Sub-Lieutenant.
(2) Satisfactorily performed obligatory training (Article **115**).
(3) Recommended by Commanding Officer of ship in which training was performed.
(4) Qualified as " Efficient " (Article **67**).
(5) Recommended by Commanding Officer of Division.

(D) Probationary Sub-Lieutenants will be confirmed as Sub-Lieutenants with seniority of date of qualification as in (B) above.

(A) Attained the age of 24 and must be less than 28. Entry as Probationary Lieutenant is permitted in special cases only.

(B) (1) One year as Probationary Lieutenant.
(2) Satisfactorily performed obligatory training (Article **115**).
(3) Recommended by Commanding Officer of ship in which training was performed.
(4) Qualified as " Efficient " (Article **67**).
(5) Passed qualifying seamanship examination as in (D) for Acting Sub-Lieutenant.
(6) Recommended by Commanding Officer of Division.

(C) (1) Three years as Sub-Lieutenant including Acting but *not* probationary time, but for Sub-Lieutenants in possession of a Board of Trade Yachtmaster's or superior certificate two years and six months as Sub-Lieutenant, including either Probationary or Acting time.
(2) Satisfactorily performed obligatory training (Article **115**)
(3) Passed qualifying Pilotage and Gunnery Courses.
(4) Recommended by Commanding Officer of Division.

(C) (1) 8 years as Lieutenant including probationary time.
(2) Up-to-date with training.
(3) Qualified in one of the subjects laid down in Article **117.**

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Rank.	Daily Rates of Pay.
Executive Officers—*continued.*	£ s. d.
6. Commander on promotion	1 16 2
After 3 years' mobilised service	1 19 10
,, 6 ,, ,, ,, ...	2 3 6
,, 9 ,, ,, ,, ...	2 7 0
7. Captain on promotion	2 14 4
After 3 years' mobilised service	2 18 10
,, 6 ,, ,, ,, ...	3 3 4
,, 9 ,, ,, ,, ...	3 7 10
8, Commodore 2nd Class	As for Captain
Special Branch Officers.	
9. Lieutenant (Sp.) on entry	0 13 6
After 4 years' mobilised service	0 15 4
,, 6 ,, ,, ,, ...	0 18 2
10. Lieutenant-Commander (Sp.) on promotion ..	1 7 2
After 3 years' mobilised service	1 9 0
,, 6 ,, ,, ,, ...	1 10 10
11. Commander (Sp.) on promotion	1 16 2
After 3 years' mobilised service	1 19 10
,, 6 ,, ,, ,, ...	2 3 6
,, 9 ,, ,, ,, ...	2 7 0

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AND FULL PAY—*continued.*

(A) Qualifications required for entry in probationary rank. (*See* also Article 16.)
(B) Qualifications required for confirmation in the rank. (*See* also Article 16, clause 8.)
(C) Qualifications required for promotion to the rank. (*See* also Article 21.)
(D) Remarks.

(C) By Selection from List I officers only.
(1) Not under 34 years of age.
(2) 11 years as Lieutenant and Lieutenant-Commander.
(3) Up-to-date with training.
(4) Taken an active part in the R.N.V.R.

(C) By selection.
(1) Not under 40 years of age.
(2) 4 years as Commander.
(3) Up-to-date with training.
(4) Taken an active part in R.N.V.R.
(D) *See* Article **21,** clause 3, for special grant of rank of Captain.

(C) Honorary rank only. May be granted in recognition of good service to a senior Captain on the Active or Retired List, and will be retained on retirement.
(D) The number on the Active and Retired Lists combined is not to exceed two. Does not entitle an officer to seniority which he does not possess as Captain or to an appointment as Commodore if "called out," nor does it confer any right to hoist a broad pendant or to claim a salute.

(A) Officers will be entered in the *confirmed* rank of Lieutenant. (Sp.) if required as specialists in certain subjects such as Civil Engineers, Chemists, Designers, Professors, Artists, Interpreters, etc. Age for entry at discretion of Admiral Commanding.

(C) 8 years as Lieutenant (Sp.).

(C) By selection.
(1) Not under 34 years of age.
(2) 11 years as Lieutenant (Sp.) and Lieutenant-Commander (Sp).

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Rank.	Daily Rates of Pay. £ s. d.
Chaplains.	
12. Chaplain (probationary and confirmed). On entry	0 18 2
After 3 years' mobilised service	1 3 6
,, 6 ,, ,, ,, ...	1 6 2
,, 9 ,, ,, ,, ...	1 9 0
,, 12 ,, ,, ,, ...	1 11 8
,, 15 ,, ,, ,, ...	1 14 4
,, 18 ,, ,, ,, ...	1 17 2
,, 21 ,, ,, ,, ...	1 19 10
,, 24 ,, ,, ,, ...	2 2 6
,, 27 ,, ,, ,, ...	2 5 4
,, 30 ,, ,, ,, ...	2 8 0
Engineer Officers.	
13. Lieutenant (E) (probationary and confirmed) ..	0 16 4
After 4 years' mobilised service	0 18 2
,, 6 ,, ,, ,, ...	1 0 10

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AND FULL PAY—*continued.*

(A) Qualifications required for entry in probationary rank. (*See* also Article 16.)
(B) Qualifications required for confirmation in the rank. (*See* also Article 16, clause 8.)
(C) Qualifications required for promotion to the rank. (*See* also Article 21.)
(D) Remarks.

(A) To be less than 40 years of age, except at discretion of Admiral Commanding.

(B) (1) One year as Probationary Chaplain.
(2) Performed 28 days training.
(3) Recommended by Commanding Officer of ship ; and
(4) For List I Officers, by Commanding Officer of Division.

(A) (1) Have attained the age of 23 and must be less than 28.
(2) Must be qualified and experienced in steam or internal combustion engines.
(3) Must have satisfactory records and qualifications including :— Workshop service as defined in (D) and a University degree in Engineering, a diploma or certificate in Engineering of a recognised Engineering Institution ; or, alternatively, pass a general Mechanical Engineering Examination at the Admiralty.
(B) (1) One year as Probationary Lieutenant (E).
(2) Satisfactorily performed 14 days' training.
(3) Recommended by Commanding Officer of ship.
(D) Workshop Service.—A candidate is expected to have served not less than 4 years as Apprentice Engineer or Journeyman. This service must have been performed in works where steam engines, boilers, etc., or internal combustion engines are made or repaired. No time served before the age of 15 will be counted.

Not less than two years of the apprentice time should have been devoted to fitting, erecting or repairing engines of a suitable size either in works or outside and the remaining two years may have been spent :—(i) On work of this nature : (ii) On work in other branches of the trade subject to the time allowances specified in the schedule below : (iii) at an approved Technical School :—

Turning	Full time.
Working in Drawing Office	Full time up to one year, and beyond one year one-half time.

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Rank.	Daily Rates of Pay.
Engineer Officers—*continued.*	£ s. d.
13. Lieutenant (E) (probationary and confirmed)—*continued.*	
14. Engineer Lieutenant-Commander and Lieutenant-Commander (E) on promotion	1 10 10
After 3 years mobilised service	1 12 6
,, 6 ,, ,, ,, ...	1 14 4

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(A) Qualifications required for entry in probationary rank. (*See* also Article 16.)
(B) Qualifications required for confirmation in the rank. (*See* also Article 16, clause 8.)
(C) Qualifications required for promotion to the rank. (*See* also Article 21.)
(D) Remarks.

(D)—*continued.*

Brass finishing (good heavy work)	Full time up to one year, and beyond one year one-half time.
Pattern-making	One-half time with a maximum allowance of one year.
Planing, slotting, shaping and milling	One-third time.
Boiler-making or repairing	One-half time.
Smith work	One-half time with a maximum allowance of one year.
Coppersmith work.. ..	One-third time with a maximum allowance of six months.

Time spent after the age of 15 at an approved day Technical School where there is an engineering laboratory (or 14 years of age in the case of students at Junior Technical Schools) is accepted as equivalent to workshop service, usually at the ratio of three years of the former to two of the latter provided that the applicant has taken the full engineering course and can produce the Principal's certificate for continuous and regular attendance at all the approved classes and for satisfactory progress; such service cannot as a rule be accepted as equivalent to more than two years' workshop service.

Actual workshop service performed in the intervals of a college course and time spent in attending Evening Classes in Engineering at approved Technical Schools is accepted as laid down in the Board of Trade Regulations relating to Engineers in the Mercantile Marine.

Workshop service other than the above may be accepted if it is considered by the Admiralty useful and equivalent training for an Engineer Officer. For each 12 months of such service accepted the candidate must have performed at least an additional three months' service on Marine Engines, either in the works or on regular watch in the main engine room or on day work at sea.

Service in a Colonial or Foreign Workshop will not be accepted unless the Admiralty is satisfied in each case that its value is substantially equivalent to that of service performed in the United Kingdom.

(C) (1) 8 years as Lieutenant (E), including Probationary time.
(2) Up-to-date with training.

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Rank.	Daily Rates of Pay.
Engineer Officers—*continued.*	£ s. d.
15. Engineer Commander and Commander (E) on promotion	2 0 8
After 3 years' mobilised service	2 4 4
,, 6 ,, ,, ,, ...	2 8 0
,, 9 ,, ,, ,, ...	2 11 8
Medical Officers.	
16. Surgeon Lieutenant (probationary and confirmed). On entry	1 4 0
After 3 years' mobilised service	1 6 2
17. Surgeon Lieutenant-Commander on promotion	1 11 8
After 3 years' mobilised service	1 13 6
18. Surgeon Commander on promotion	2 0 8
After 3 years mobilised service	2 4 4
,, 6 ,, ,, ,, ...	2 8 0
,, 9 ,, ,, ,, ...	2 11 8
,, 12 ,, ,, ,, ...	2 14 10
,, 15 ,, ,, ,, ...	2 18 0
19. Surgeon Captain on promotion	2 18 10
After 3 years' mobilised service	3 3 4
,, 6 ,, ,, ,, ...	3 7 10
,, 9 ,, ,, ,, ...	3 12 4
Dental Officers.	
20. Surgeon Lieutenant (D) (probationary and confirmed) on entry	0 19 10
After 3 years' mobilised service	1 4 6

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(A) Qualifications required for entry in probationary rank. (*See* also Article 16.)	(B) Qualifications required for confirmation in the rank. (*See* also Article 16, clause 8.)	(C) Qualifications required for promotion to the rank. (*See* also Article 21.)	(D) Remarks.
(A) (1) Have attained the age of 21 and must be less than 32. (2) Must be registered under the Medical Act in force as Qualified to practice Medicine and Surgery in Great Britain and Ireland. In applying, full particulars of Medical qualifications to be stated.	(B) (1) One year as Probationary Surgeon Lieutenant. (2) Satisfactorily performed 28 days' training. (3) Recommended by Commanding Officer of ship in which training was performed ; and (4) List I Officers, by Commanding Officer of Division.	(C) (1) 6 years as Surgeon Lieutenant, including Probationary time. (2) Up-to-date with training.	
		(C) By selection. (1) 6 years as Surgeon Lieutenant-Commander. (2) Up-to-date with training.	
		(C) By selection.	
(A) (1) Have attained the age of 21 and must be less than 30. (2) Must be qualified and registered under the Dental Act in force as qualified to practice Dental Surgery in Great Britain and Ireland. In applying, full particulars of qualifications to be stated.			

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Rank.	Daily Rates of Pay.
Dental Officers—*continued.*	
21. Surgeon Lieutenant-Commander (D) on promotion	1 9 4
After 3 years' mobilised service ..	1 11 2
,, 6 ,, ,, ,, ..	1 13 0
,, 9 ,, ,, ,, ..	1 16 2
Accountant Officers.	
22. Paymaster Sub-Lieutenant (probationary and confirmed) on entry	0 9 0
23. Paymaster Lieutenant (probationary and confirmed) on entry or promotion	0 13 6
After 4 years' mobilised service	0 15 4
,, 6 ,, ,, ,, ...	0 18 2

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(A) Qualifications required for entry in probationary rank. (*See* also Article 16.)
(B) Qualifications required for confirmation in the rank. (*See* also Article 16, clause 8.)
(C) Qualifications required for promotion to the rank. (*See* also Article 21.)
(D) Remarks.

(B) (1) One year as Probationary Surgeon Lieutenant (D).
(2) Satisfactorily performed 28 days' training.
(3) Recommended by Commanding Officer of ship in which training was performed.

(C) (1) 6 years as Surgeon Lieutenant (D) including probationary time.
(2) Up-to-date with training.

(A) (1) Have attained the age of 21 and must be less than 25.
(2) Possessed of business experience or qualification and the educational qualifications required of candidates for entry as Paymaster Cadet R.N. (*See* Appendix to Navy List.)
(B) (1) One year as Probationary Paymaster Sub-Lieutenant.
(2) Completed 28 days' training.
(3) Recommended by Commanding Officer of ship in which training was performed ; and
(4) List I Officers, Commanding Officer of Division.

(A) Entry as Probationary Paymaster Lieutenant will be made in special cases only and will be confined to List I.
(1) Have attained the age of 25 and must be less than 32.
(2) Possessed of business experience or qualification and the educational qualifications required of candidates for entry as Paymaster Cadet R.N. (*See* Appendix to Navy List.)
(B) (1) One year as Probationary Paymaster Lieutenant.
(2) Completed 28 days' training.
(3) Recommended by Commanding Officer of ship in which training was performed ; and
(4) By Commanding Officer of Division.
(C) (1) 2 years as Paymaster Sub-Lieutenant including probationary time, and, if on List I,
(2) Considered by Commanding Officer of Division as having satisfactorily performed his duties in Division and recommended by him for promotion.

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Rank	Daily Rates of Pay
Accountant Officers—*continued.*	£ s. d.
24 Paymaster Lieutenant-Commander on promotion	1 7 2
After 3 years' mobilised service	1 9 0
,, 6 ,, ,, ,, ...	1 10 10
25. Paymaster Commander on promotion	1 16 2
After 3 years' mobilised service	1 19 10
,, 6 ,, ,, ,, ...	2 3 6
,, 9 ,, ,, ,, ...	2 7 0
Warrant Officers and Officers Promoted therefrom.	
26. Boatswain, Signal Boatswain and Warrant Telegraphist on promotion	0 12 8
After 3 years' mobilised service	0 13 6
,, 6 ,, ,, ,, ...	0 14 6
,, 9 ,, ,, ,, ...	0 15 4

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(A) Qualifications required for entry in probationary rank. *See* also Article 16.)
(B) Qualifications required for confirmation in the rank. (*See* also Article 16, clause 8.)
(C) Qualifications required for promotion to the rank. (*See* also Article 21.)
(D) Remarks.

(C) (1) 8 years as Paymaster Lieutenant including any time as Probationary Paymaster Lieutenant.
(2) Completed a minimum of 133 days' Naval Training since entry into the Reserve. Paymaster Lieutenants List I who have taken an active part in the Accountant work of the Division may, however, on the recommendation of the Commanding Officer of the Division, be promoted to Paymaster Lieutenant-Commander with a minimum of 84 days' Naval Training.

(C) By selection from List I Officers only.
(1) The zone for promotion will be the same as for Accountant Officers R.N.
(2) Up-to-date with training.

(C) (1) Under 40 years of age.
(2) 15 years man's time in the R.N. or R.N.V.R. in the Seaman or Communications branch.
(3) Hold the rating or relative rating of Chief Petty Officer or Petty Officer.
(4) Recommended by Commanding Officer of Division. In addition :—

Boatswain.

(5) Pass a seamanship examination, on the lines of that laid down for Boatswain R.N., carried out at the R.N.V.R. Division by the Officer Instructor.
(6) Must re-qualify in non-substantive rating within three years before promotion.
(7) Recommended for promotion by the Commanding Officer of a sea-going ship, commanded by a Captain R.N., in which he has performed 42 days' training in the rating of Petty Officer or Chief Petty Officer.

Signal Boatswain and Warrant Telegraphist.

(8) Performed a minimum of 42 days' training at sea in relative rating of Chief Petty Officer or Petty Officer.
(9) Have trained at sea subsequent to recommendation by Commanding Officer of Division (*see* (4)) ; and
(10) On completion have been recommended by the Captain of the ship. (*See* Article **152,** clause 5, for training during this period.)

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Rank	Daily Rates of Pay.
Warrant Officers and Officers Promoted therefrom—*continued.*	
27. Commissioned Boatswain, Commissioned Signal Boatswain and Commissioned Telegraphist on promotion	0 17 2
After 3 years' mobilised service	0 19 0
,, 6 ,, ,, ,, ...	1 0 10
,, 9 ,, ,, ,, ...	1 2 8
28. Lieutenant, Signal Lieutenant and Telegraphist Lieutenant on promotion	1 4 6
After 3 years' mobilised service	1 5 4
,, 6 ,, ,, ,, ...	1 6 2

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(A) Qualifications required for entry in probationary rank. *See* also Article 16.)
(B) Qualifications required for confirmation in the rank. (*See* also Article 16, class 8.)
(C) Qualifications required for promotion to the rank. (*See* also Article 21.)
(D) Remarks.

(11) Have passed Grade I of the City and Guilds of London Institute examination in Radio Communication, in the case of Telegraphist ratings. To be done prior to the Naval Course in (12).
(12) Have undergone the course and passed the examination in O.U. 6290, Signal Training Instructions, Article **196** (Signal Boatswain) or Article **203** (Warrant Telegraphist). (Passing in Seamanship is not required.)
(13) Recommended by the Captain of the Signal School on completion of the course at (12).

(C) (1) 10 years as Boatswain, Signal Boatswain or Warrant Telegraphist.
(2) Recommended by Commanding Officer of Division.
(3) Satisfactory record.

(C) (1) 15 years as Warrant Officer and Commissioned Officer from Warrant rank.
(2) Recommended by the Commanding Officer of Division.
(3) Recommended as fit for promotion by the Commanding Officer of a sea-going ship, commanded by a Captain R.N., in which Officer has performed 28 days' Naval training.
(4) Satisfactory record.

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RATINGS—ENTRY, AD

NOTE.—*Scale* I Pay is applicable to all ratings who have served
1925, except those transferred to the Artificer,
Scale II Pay is applicable in all other cases, *i.e.*, to men

Rating.	Daily Rates of Pay.	
	Scale I. (*See* Note above.)	Scale II.
Seaman.	*s. d.*	*s. d.*
1. Buglers	—	—
2. Boy, 1st class	—	—
3. Ordinary Seaman	—	2 0
4. Able Seaman	4 0	3 0
After 3 years' mobilised service in a man's rating	4 3	3 4
After 6 years' mobilised service in a man's rating	4 6	3 8
5. Leading Seaman	5 3	4 4
After 1 year's mobilised service as such if passed for Petty Officer	5 6	4 6
After 3 years' mobilised service as such in any case (Scale II only)	—	4 8
6. Petty Officer	7 0	6 0
After 3 years' mobilised service as such	7 4	6 5
After 6 years' mobilised service as such	7 8	6 10

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in the Reserve continuously from a date *earlier* than 5th October, Shipwright or Artisan branches since that date.
with " X " numbers as provided in Article **36,** clause 3.

(A) Qualifications required for entry. (*See* also Articles **31** to **34.**)
(B) Qualifications required for advancement to the rating. (*See* also Article 40.)
(C) Remarks.

(A) Over 15 and under 18 years of age.

(A) Over 17 and under 18 years of age.
(C) The entry of Boys, 1st Class, may only be effected with the approval of the Admiralty when the total number of Seaman ratings in the R.N.V.R. is below establishment.

(A) If served not less than two years in a R.N.V.R. Boys' Corps, over 17 and under 26, otherwise over 18 and under 26 years of age.
(B) *Advancement from Boy, 1st Class.*—Attained the age of 18.

(B) (1) Attained the age of 19.
(2) One year as Ordinary Seaman.
(3) Qualified as " Efficient " (Article **68**).
(4) Performed 14 days' sea training.
(5) Passed examinations in seamanship and in Gunnery or Torpedo.
(6) Passed Educational Test, Part I (K.R. & A.I., Appendix XII, Part 20). *See* also Article **40,** clause 3.

(B) (1) Four years as Able Seaman.
(2) Performed 28 days' training as Able Seaman.
(3) Passed for Leading Seaman in seamanship, including handling of boats at R.N.V.R. Headquarters.
(4) Passed Educational Test, Part I (K.R. & A.I., Appendix XII, Part 20). *See* also Article **40,** clause 3.
(5) Passed provisional swimming test.
(6) Qualified in branch (Article **68**).
(C) To be rated " Acting " (Article **41**).

(B) (1) Four years as Leading Seaman.
(2) Performed 28 days' training as Leading Seaman.
(3) Passed for Petty Officer in seamanship, including handling of boats, before a Board (one member of which must be a Senior Officer, R.N.) at R.N.V.R. Headquarters.

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Rating.	Daily Rates of Pay.	
	Scale I. (*See* Note P. 192)	Scale II.
Seaman—*continued.*	*s. d.*	*s. d.*
Petty Officer—*continued.*		
7. Chief Petty Officer	8 6	7 6
After 3 years' mobilised service as such	9 0	8 0
With subsequent increments of 6*d.* a day after each further period of 3 years' mobilised service as such		
Signal.		
8. Ordinary Signalman	—	2 0
9. Signalman	4 3	3 3
After 3 years' mobilised service in a man's rating	4 6	3 7
After 6 years' mobilised service in a man's rating	4 9	3 11

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(A) Qualifications required for entry. (*See* also Articles 31 to 34.)
(B) Qualifications required for advancement to the rating. (*See* also Article 40.)
(C) Remarks.

(B)—*continued.*
(4) Hold a non-substantive rating.
(5) Recommended by the Commanding Officer of one of H.M. Ships in which training was performed.
(C) To be rated " Acting " (Article **41**). Non-substantive ratings of S.G. and S.T. are relinquished on being rated Petty Officer.

(B) (1) Five years' combined service as Petty Officer or Leading Seaman, over three years, passed for Petty Officer.
(2) Performed 14 days of Petty Officers' Course.
(C) Approval of Admiral Commanding is required for advancement to Chief Petty Officer.

(B) After completing 20 drills and passing a simple seamanship examination at Headquarters, Ordinary Seaman can be allocated to Signal Branch. Before being rated Ordinary Signalman candidates must obtain 75 per cent. in each :—
(1) Semaphore (mechanical and hand flags) at 8 w.p.m.
(2) Morse flag and flashing at 6 w.p.m. (test message and P/L only).
(3) Colours of naval flags and pendants (oral).
(C) Distinguishing badges are not to be worn until rated Ordinary Signalman, and candidates are not to be sent for naval training as Ordinary Signalman until rated as such.

(B) (1) Attained the age of 19.
(2) One year as Ordinary Signalman and Ordinary Seaman combined.
(3) Performed 14 days' sea training as Ordinary Signalman.
(4) Qualified as " Efficient " (Article **68**).
(5) Passed examination in signals at the Division as follows :—

Semaphore—			
Mechanical, reading	10 w.p.m.	..	75 per cent. required to pass.
Hand flags, ,,	12 ,,	..	75 ,, ,,
Morse—			
Flashing, reading	8 ,,	..	75 ,, ,,
Flag, ,,	8 ,,	..	80 ,, ,,
Oral (Subjects in O.U. 6290, Article **192**)	.. ..		75 ,, ,,

An examination should also be given in making Semaphore (Mechanical and Hand Flags) and Morse (Flashing and Flag), but no marks are allotted.

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Rating.	Daily Rates of Pay. (See Note, P. 192)	
	Scale I.	Scale II.
Signal—*continued.*	*s. d.*	*s. d.*
10. Leading Signalman	5 9	4 10
After 1 year's mobilised service as such if passed for Yeoman of Signals	6 0	5 0
After 3 years' mobilised service as such in any case (Scale II only)	—	5 2
11. Yeoman of Signals	7 6	6 6
After 3 years' mobilised service as such ..	*7 10	*6 11
After 6 years' mobilised service as such ..	†8 2	†7 4
* Payable also to ratings who, under former regulations, held this rate after 1 year as such. † Payable also to ratings, who, under former regulations, held this rate after 3 years from date of receiving preceding rate.		
12. Chief Yeoman of Signals	9 0	8 0
After 3 years' mobilised service as such ..	9 6	8 6
With subsequent increments of 6*d* a day after each further period of 3 years' mobilised service as such		
Telegraphist.		
13. Ordinary Telegraphist	—	2 0
14. Telegraphist	4 3	3 3
After 3 years' mobilised service in a man's rating	4 6	3 7
After 6 years' mobilised service in a man's rating	4 9	3 11

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(A) Qualifications required for entry. (*See* also Articles 31 to 34.)
(B) Qualifications required for advancement to the rating. (*See* also Article 40.)
(C) Remarks.

(B) (1) Hold non-substantive rating of V/S 3.
(2) Recommended by Commanding Officer of ship during last period of training.
(3) Passed Provisional swimming test.
(C) To be rated " Acting " (Article **41**).

(B) (1) Four years as Leading Signalman.
(2) Hold non-substantive rating of V/S 2.
(3) Recommended by Commanding Officer of ship during last period of training.
(C) To be rated " Acting " (Article **41**).

(B) (1) Two years as Yeoman of Signals.
(2) Performed 14 days of Petty Officers' Course.
(3) Recommended by Commanding Officer of ship during last period of training.

(B) After completing 20 drills and passing a simple seamanship examination at Headquarters, Ordinary Seamen can be allocated to the Telegraphist Branch. Before being rated Ordinary Telegraphist candidates must obtain 80 per cent. in Buzzer (receiving) at 15 w.p.m.
(C) Distinguishing badges are not to be worn until rated Ordinary Telegraphist and candidates are not to be sent for naval training as Ordinary Telegraphist until rated as such.

(B) (1) Attained the age of 19.
(2) One year as Ordinary Telegraphist and Ordinary Seaman combined.
(3) Performed 14 days' sea training.
(4) Qualified as " Efficient " (Article **68**).
(5) Passed examination at the Division as follows :—

Procedure (*see* O.U. 6290, Article **199**) ..	65 per cent. required to pass.	
Organisation (,, ,,) ..	65	,, ,,
Buzzer—Receiving, 18 w.p.m.	75	,, ,,
Transmitting, 18 w.p.m. ..	75	,, ,,

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Rating.	Daily Rates of Pay.	
	Scale I. (*See* Note, P. 192)	Scale II.
Telegraphist—*continued.*	*s. d.*	*s. d.*
15. Leading Telegraphist	5 9	4 10
After 1 year's mobilised service as such if passed for Petty Officer Telegraphist	6 0	5 0
After 3 years' mobilised service as such in any case (Scale II only)	—	5 2
16. Petty Officer Telegraphist	7 6	6 6
After 3 years' mobilised service as such	*7 10	*6 11
After 6 years' mobilised service as such	†8 2	†7 4
* Payable also to ratings who, under former regulations, held this rate after 1 year as such.		
† Payable also to ratings who, under former regulations, held this rate after 3 years from date of receiving preceding rate		
17. Chief Petty Officer Telegraphist	9 0	8 0
After 3 years' mobilised service as such	9 6	8 6
With subsequent increments of 6*d.* a day after each further period of 3 years' mobilised service as such		
Artificer and Artisan.		
(Engine-Room Artificer, Electrical Artificer, Ordnance Artificer, Shipwright.)		
18. Acting 4th class	—	8 0

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(A) Qualifications required for entry. (*See* also Articles 31 to 34.)
(B) Qualifications required for advancement to the rating. (*See* also Article 40.)
(C) Remarks.

(B) (1) Hold non-substantive rating of W/T 3.
(2) Recommended by Commanding Officer of ship during last period of training.
(3) Passed Provisional swimming test.
(C) To be rated " Acting " (Article **41**).

(B) (1) Four years as Leading Telegraphist.
(2) Hold non-substantive rating of W/T 2.
(3) Completed in the aggregate 90 days' sea training within a period of 4 consecutive years from the date of advancement to Leading Telegraphist.
(4) Recommended by Commanding Officer of ship during last period of training.
(C) To be rated " Acting " (Article **41**).

(B) (1) Served 2 years as Petty Officer Telegraphist.
(2) Performed 14 days of Petty Officer's Course.
(3) Recommended by Commanding Officer of ship during last period of training.

(A) (1) Over 21 and under 28 years of age.
Professional.
(2) *All classes.*—Must produce satisfactory recommendations from employers.
(3) *Engine-Room Artificers.*—Must be an engine fitter, boilermaker, smith or coppersmith; must pass a technical trade examination before a Senior Engineer Officer, R.N., this examination to be arranged by the Commanding Officer of the Division.
(4) *Electrical Artificers.*—Must be thoroughly efficient fitters and turners or instrument makers with at least five years' practical experience (Trade Test not required).
(5) *Ordnance Artificers.*—Must be thoroughly efficient fitters and turners with at least five years' practical experience (Trade Test not required).

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Rating.	Daily Rates of Pay. Scale I. (*See* Note P. 192).	Scale II.
Artificer and Artisan—*continued.* (Engine-Room Artificer, Electrical Artificer, Ordnance Artificer, Shipwright.) Acting 4th class—*continued.*	*s. d.*	*s. d.*
19. 4th class	9 6	8 0
20. 3rd class	10 0	9 0

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(A) Qualifications required for entry. (*See* also Articles 31 to 34.)
(B) Qualifications required for advancement to the rating. (*See* also Article 40.)
(C) Remarks.

(A)—*continued.*

(6) *Shipwrights.*—Must possess knowledge of wood, iron and steel shipbuilding and be capable of using the ordinary tools for each efficiently, and must know the different parts of a boat and how to repair them (Trade Test not required).

Educational.

(7) *All classes.*—Arithmetic, including first four rules, simple and compound, vulgar and decimal fractions, and simple interest. Dictation. Reading. Examination to be arranged by Commanding Officer of the Division.

(C) Candidates for Electrical Artificers must produce completed Forms B. 201 and complete Form B. 219. The forms, together with the worked educational papers, are to be forwarded to the Captain, H.M.S. "Vernon," for his concurrence before the man is entered.

(B) (1) One year as Acting Engine-Room Artificer, Electrical Artificer, Ordnance Artificer or Shipwright, 4th class.

(2) Performed 14 days' sea training.

(3) *Engine-Room Artificers and Shipwrights.*—Recommended as likely to make an efficient Engine-Room Artificer or Shipwright by the Captain and Engineer Officer or Shipwright Officer respectively of ship in which training was performed.

(4) *Electrical Artificers.*—Passed practical workshop trade examination afloat and been awarded certificate by Torpedo Lieutenant and Captain of Ship as having adequate knowledge of electrical machinery to perform duties of Electrical Artificer, 4th class. An intimate knowledge of service instruments and machinery is not required.

(5) *Ordnance Artificers.*—Have passed a practical workshop trade examination afloat and been recommended as having sufficient knowledge to carry out the duties of an Ordnance Artificer, 4th class. A knowledge of hydraulics or an intimate knowledge of service instruments is not required.

(B) (1) Three years as Engine-Room Artificer, Electrical Artificer, Ordnance Artificer, or Shipwright, 4th class, including Acting time up to 18 months.

(2) *Engine-Room Artificers.*—Must hold R.N. Stokehold and Engine-room Watch certificates.

(3) *Electrical Artificers and Ordnance Artificers.*—Must hold certificate from Lieutenant (T) or Lieutenant (G) respectively of one of H.M. Ships that he is competent to perform the duties of an Electrical Artificer or Ordnance Artificer 3rd class.

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Rating.	Daily Rates of Pay. (*See* Note P. 192.) Scale I.	Scale II.
Artificer and Artisan—*continued.*	*s. d.*	*s. d.*
(Engine-Room Artificer, Electrical Artificer, Ordnance Artificer, Shipwright.)		
21. 2nd class	10 6	9 6
22. 1st class	11 0	10 0
(Joiner, Plumber, Painter.)		
23. Acting 4th class	—	6 0
24. 4th class	7 5	6 0
25. 3rd class	7 9	6 9
26. 2nd class	8 1	7 2

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(A) Qualifications required for entry. (*See* also Articles 31 to 34.)
(B) Qualifications required for advancement to the rating. (*See* also Article 40.)
(C) Remarks.

(B) (1) Seven years as Engine-Room Artificer, Electrical Artificer, Ordnance Artificer or Shipwright, 4th class and above, including up to 18 months' acting time.
(2) Recommended by the Captain of one of H.M. Ships or Establishments.

(B) (1) Twelve years as Engine-Room Artificer, Electrical Artificer, Ordnance Artificer or Shipwright, 4th class and above, including up to 18 months' acting time.
(2) Recommended by the Captain of one of H.M. Ships or Establishments.

(A) (1) Over 21 and under 28 years of age.
Professional.
(2) Must produce satisfactory recommendations from employers as having professional qualifications shewn in K.R. & A.I., Appendix XVII, Part I, for entry as Joiner, Plumber or Painter, 5th class, as appropriate (Trade Tests are not required).
Educational.
(3) Must pass an educational test at the Division to comprise knowledge of the first four rules of Arithmetic (simple and compound), together with Reading and Dictation.

(B) (1) One year as Acting, 4th class.
(2) Fourteen days' training at sea.
(3) Recommended by Captain and Shipwright Officer of one of H.M. Ships.

(B) (1) Three years as 4th class, including up to 18 months' acting time.
(2) Recommended by Captain of one of H.M. Ships.

(B) (1) Six years as 4th class and above, including up to 18 months' acting time.
(2) Recommended by Captain of one of H.M. Ships.

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Rating.	Daily Rates of Pay	
	Scale I. (*See* Note P. 192)	Scale II.
Artificer and Artisan—*continued.* (Engine-Room Artificer, Electrical Artificer, Ordnance Artificer, Shipwright.)	*s. d.*	*s. d.*
27. 1st class	8 5	7 7
After 3 years' mobilised service as such	8 9	7 11
28. Acting Blacksmith, 4th class	—	6 3
29. Blacksmith, 4th class	7 8	6 3
30. Blacksmith, 3rd class	8 0	7 0
31. Blacksmith, 2nd class	8 4	7 5
32. Blacksmith, 1st class	8 8	7 10
After 3 years' mobilised service as such	9 0	8 2
Motor Mechanic.		
33. Motor mechanic	7 10	6 11
After 2 years' mobilised service as such	8 2	7 4

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(A) Qualifications required for entry. (*See* also Articles 31 to 34.)
(B) Qualifications required for advancement to the rating. *See* also Article 40.)
(C) Remarks.

(B) (1) Nine years as 4th class and above, including up to 18 months' acting time.
(2) Recommended by Captain of one of H.M. Ships.

(A) (1) Over 21 and under 28 years of age.
Professional.
(2) Must produce satisfactory recommendations from employers as having professional qualifications shewn in K.R. & A.I., Appendix XVII, Part I, for entry as Blacksmith 5th class (Trade Tests are not required).
Educational.
(3) As for Joiner, etc.

(B) (1) One year as Acting, 4th class.
(2) Fourteen days' training.
(3) Recommended by Captain and Shipwright Officer of one of H.M. Ships.

(B) (1) Three years as Blacksmith, 4th class, including up to 18 months' acting time.
(2) Recommended by Captain of one of H.M. Ships or Establishments.

(B) (1) Six years' as Blacksmith, 4th class and above, including up to 18 months' acting time.
(2) Recommended by Captain of one of H.M. Ships or Establishments.

(B) (1) Nine years as Blacksmith, 4th class and above, including up to 18 months' acting time.
(2) Recommended by Captain of one of H.M. Ships or Establishments.

(A) (1) Over 21 and under 28 years of age.
(2) Must produce satisfactory recommendations from employers.
(3) Two years' practical experience in manufacture, repair and running of internal combustion engines.
(4) Must pass a technical examination, arranged by the Division, before a Senior Engineer Officer, R.N.
(C) For relative status, *see* Article **10,** clause 8.

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Rating.	Daily Rates of Pay.	
	Scale I. (*See* Note, P. 192)	Scale II.
Motor Mechanic—*continued.*	*s. d.*	*s. d.*
34. Acting Chief Motor Mechanic, 4th class	9 6	8 0
35. Chief Motor Mechanic, 4th class	9 6	8 0
36. Chief Motor Mechanic, 3rd class	10 0	9 0
37. Chief Motor Mechanic, 2nd class	10 6	9 6
38. Chief Motor Mechanic, 1st class	11 0	10 0
Writer.		
39. Writer Probationer	—	2 6
40. Writer	4 6	3 6
After 3 years' mobilised service in Writer Branch	—	3 10
After 6 years' mobilised service in Writer Branch	—	4 2

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(A) Qualifications required for entry. (*See* also Articles 31 to 34.)
(B) Qualifications required for advancement to the rating. (*See* also Article 40.)
(C) Remarks.

(A) (1) Over 21 and under 28 years of age.
(2) Five years' practical experience in workshops and high knowledge of internal combustion engines and their repair,
(3) Must pass a technical examination arranged by the Division, before a Senior Engineer Officer, R.N.
(B) (1) Must possess technical qualifications as for direct entry.
(2) Performed 14 days' naval training.
(3) Recommended by Captain and Engineer Officer of one of H.M. Ships or Establishments.
(C) For relative status, *see* Article **10,** clause 8.

(B) (1) One year as Acting Chief Motor Mechanic.
(2) Performed 14 days' naval training.
(3) Recommended by Captain and Engineer Officer of one of H.M. Ships or Establishments.
(C) For relative status, *see* Article **10,** clause 8.

(B) (1) Three years as Chief Motor Mechanic, 4th class and above, including up to 12 months' acting time.
(2) Recommended by Captain and Engineer Officer of one of H.M. Ships or Establishments.
(C) For relative status, *see* Article **10,** clause 8.

(B) (1) Seven years as Chief Motor Mechanic, 4th class and above, including up to 12 months' acting time.
(2) Recommended by Captain and Engineer Officer of one of H.M. Ships or Establishments.
(C) For relative status, *see* Article **10,** clause 8.

(B) (1) Twelve years as Chief Motor Mechanic, 4th class and above, including up to 12 months' acting time.
(2) Recommended by Captain and Engineer Officer of one of H.M. Ships or Establishments.
(C) For relative status, *see* Article **10,** clause 8.

(A) Over 18 and under 23 years of age.

(B) (1) One year as Writer Probationer.
(2) Performed 14 days' sea training.
(3) Recommended for confirmation by Commanding Officer of ship in which training was performed.

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Rating.	Daily Rates of Pay.	
	Scale I.	Scale II.
	(*See* Note P. 192)	
Writers—*continued.*		
41. Leading Writer	6 0	5 1
After 3 years' mobilised service as such if passed for Petty Officer Writer	—	5 5
42. Petty Officer Writer	7 9	6 9
After 3 years' mobilised service as such	8 1	7 2
After 6 years' mobilised service as such	—	7 7
43. Chief Petty Officer Writer	9 3	8 3
After 3 years' mobilised service as such	9 9	8 9
With subsequent increments of 6*d.* a day after each further period of 3 years' mobilised service as such		

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(A) Qualifications required for entry. (*See* also Articles 31 to 34.)
(B) Qualifications required for advancement to the rating. (*See* also Article 40.)
(C) Remarks.

(B) Must have received a certificate of fitness for the rating of Leading Writer approved by the Captain of the ship in which training was performed. In granting this certificate, Commanding Officers are to take into account qualifications outside the range of the average Naval Writer's qualifications, such as shorthand, secretarial knowledge, commercial accounting, etc.
(C) Advancement is by roster (*see* Article **40,** clause 7).

(B) Must have received a certificate of fitness for the rating of Petty Officer Writer approved by the Captain of the ship in which training was performed. In granting this certificate, Commanding Officers are to take into account qualifications outside the range of the average Naval Writer's qualifications, such as shorthand, secretarial knowledge, commercial accounting, etc.
(C) Advancement is by roster (*see* Article **40,** clause 7).

(B) Must have received a certificate of fitness for the rating of Chief Petty Officer Writer approved by the Captain of the ship in which training was performed. In granting this certificate, Commanding Officers are to take into account qualifications outside the range of the average Naval Writer's qualifications, such as shorthand, secretarial knowledge, commercial accounting, etc.
(C) Advancement is by roster (*see* Article **40,** clause 7).

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NON-SUBSTANTIVE RATINGS—QUALIFICATIONS REQUIRED, AND ALLOWANCES.

The following non-substantive ratings are authorised for the R.N.V.R. The general regulations for qualification and re-qualification are contained in Article 134, which should be read in conjunction with this Appendix.

2. The syllabuses of the courses and the standard of the examinations, where not shewn below, are contained in the following publications :—

Gunnery	O.U. 5362A.	Gunnery Training Manual, Vol. I.
Torpedo	O.U. 5419.	Torpedo Training Manual.
Signal and Telegraphist	O.U. 6290.	Signal Training Instructions.

GUNNERY.

NOTE.—Candidates for Gunlayer and Rangetaker require a standard of eyesight above the normal. For particulars of the eyesight tests, *see* O.U. 5362A, Gunnery Training Manual, Vol. I.

The initial test, before commencing qualifying course, is carried out at one of the following :—

(*a*) R.N. Barracks, at Portsmouth, Devonport or Chatham.
(*b*) H.M.S. " Excellent."
(*c*) R.N. Hospital at home or abroad.
(*d*) Hospital ship.
(*e*) By any ophthalmic specialist.

In order to avoid unnecessarily sending candidates with defective eyesight for course, men considered suitable for recommendation should pass the Snellen type test (letter reading) locally, to the standard specified before recommendation is made.

	Daily Rate of Allowance. s. d.
1. *Gunlayer 2nd class (G.L. 2 cl.).* Open to Able Seamen and above, who have qualified as S.G. and have passed eyesight tests (*see* Note above). Period of course—8 weeks ; may be taken in two parts. Requalifying course—4 weeks ; may be taken in two parts. (Leading Seamen and Able Seamen, S.G., 3*d.* in addition)	0 6
2. *Rangetaker, 2nd class (R.T. 2nd cl.).* Open to Able Seamen and above who have qualified as S.G. and have passed eyesight tests (*see* Note above). Period of course—4 weeks (18 working days). Requalifying course—1 week. (S.G., 3*d.* in addition)	0 6

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APPENDIX III.

	Daily Rate of Allowance. s. d.
3. *Seaman Gunner* (*S.G.*). Open to Leading Seamen and Able Seamen who have passed Musketry Course at the Division. Period of course—8 weeks ; may be taken in four parts. Requalifying course—4 weeks ; may be taken in two parts	0 3
SIGNALS.	
4. *Visual Signalman, 1st class* (*V/S* 1). Not open to R.N.V.R. ratings in peace time except that those ratings who pass for Signal Boatswain are automatically qualified and will be granted this rate accordingly	1 0
5. *Visual Signalman, 2nd class* (*V/S* 2). Open to confirmed Leading Signalmen (V/S 3) and to Signalmen (V/S 3) of at least 6 years' seniority in substantive rating. Must qualify in prescribed course. Period of course—4 weeks ; may be taken in two parts .. .. Requalifying course—2 weeks.	0 8
6. *Visual Signalman, 3rd class* (*V/S* 3). Open to Signalmen (T.O. V/S) of at least 2 years' seniority in substantive rating. Must qualify in prescribed course. Period of course—4 weeks ; may be taken in two parts Requalifying course—2 weeks.	0 4
7. *Trained Operator* (*T.O. V/S*). Open to Signalmen of at least 18 months' seniority who have, since qualifying in branch, performed 14 days' sea training, during which the examination may be taken if desired. Candidates must apply for examination prior to embarkation for sea training and must pass the examination, which will be carried out at sea by a qualified Signal Officer .. .. Requalifying examination—as for qualifying.	0 2
TORPEDO.	
8. *Leading Torpedoman* (*L.T.O.*). Open to Able Seamen and all higher ratings. Must be an S.T. and have qualified in prescribed course, after recommendation by H.M.S. "Vernon." Must pass the standard L.T.O. examination in school subjects, held twice a year at Divisions, papers being set and corrected by H.M.S. "Vernon" or undergo a 12 day School Course in H.M.S "Vernon" or H.M.S. "Defiance." Service Certificates and History Sheets must be sent to H.M.S. "Vernon" for concurrence before application is made to the Admiral Commanding for the course. Period of course—4 weeks ; may be taken in two parts. Requalifying course—2 weeks. (Able Seamen and Leading Seamen, S.T., 3*d.* in addition)	0 6

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	s.	d.
9. *Seaman Torpedoman* (*S.T.*). Open to Able Seamen and Leading Seamen only. Must qualify in prescribed course, which is divided into two sections: (1) High Power and Searchlights; (2) Low Power, Mining and Paravanes. On passing, History Sheets are to be noted "Qualified (T.) H.P. and S.L." and/or "Qualified (T.) L.P., M. and P.V's." On passing both parts, History Sheets are to be noted "Qualified S.T."		
Period of course—4 weeks; may be taken in two parts	0	3
Requalifying course—2 weeks.		

WIRELESS TELEGRAPHY.

10. *Wireless Telegraphist, 1st class* (*W/T* 1). Not open to R.N.V.R. ratings in peace time, except that those ratings who pass for Warrant Telegraphist are automatically qualified and will be granted this rate accordingly ..	1	0
11. *Wireless Telegraphist, 2nd class* (*W/T* 2). Open to confirmed Leading Telegraphists (W/T 3) and to Telegraphists (W/T 3) of at least 6 years' seniority in substantive rating. Must qualify in prescribed course.		
Period of course—4 weeks; may be taken in two parts	0	8
Requalifying course—2 weeks.		
12. *Wireless Telegraphist, 3rd class* (*W/T* 3). Open to Telegraphists (T.O. W/T) of at least 2 years' seniority in substantive rating. Must qualify in prescribed course.		
Period of course—4 weeks; may be taken in two parts	0	4
Requalifying course—2 weeks.		
13. *Trained Operator* (*T.O. W/T*). Open to Telegraphists of at least 18 months' seniority who have, since qualifying in branch, performed 14 days' sea training, during which the examination may be taken if desired. Candidates must apply for examination prior to embarkation for sea training and must pass the examination, which will be carried out at sea by a qualified Signal Officer	0	2
Requalifying Examination—as for qualifying.		

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APPENDIX IV.

APPENDIX IV.

SYLLABUSES OF OFFICERS' COURSES.

(See also O.U. 5362A, Gunnery Training Manual, Vol. I, O.U. 5419, Torpedo Training Manual and O.U. 6290, Signal Training Instructions.)

I.—Mine Sweeping.

Sub-Section I.

Duties of Sweeping Officer.

(*a*) Sound knowledge of " A " and " O " sweeps, with advantages and disadvantages of each.
(*b*) Knowledge and use of the bottom sweep.
(*c*) Knowledge of bow defence gear.
(*d*) Must be capable of carrying out the duties of officer in charge of sweep. This includes knowledge of how to reeve and prepare sweeps preparatory to sweeping.
(*e*) Use and rigging of dan buoys.

Sub-Section II.

Duties of Officer of the Watch on bridge whilst sweeping.

(*f*) A knowledge of station keeping and a full appreciation of its importance.
(*g*) Fair knowledge of the Auxiliary Vessel's Signal Book, altering course signals, Service signal procedure, including O.O.W. signals.

Sub-Section III.

(*h*) Sound knowledge of what text-books there are on minesweeping, and where to find instructions regarding such matters as :—

Clearing sweeps.
Duties of 1st Lieutenant.
Adjustment of Otter slings.
Establishment of minesweeping stores.
Dip of mines.

(*i*) To know when the following are used and the general principles of :—

Searching sweep.
Clearing sweep.
Convoy sweep.
Skimming sweep.

(*k*) What a clearing sweep is and general principles on which it is conducted with " A " and " O " sweeps, and the use of mark boats and dan buoys.
(*l*) Procedure when the sweep parts.
(*m*) Possibilities and limitations of night sweeping.
(*n*) Fair knowledge of dip of mines and necessity of allowing for this, and for state of tide, on kite wire.
(*o*) What is confidential in minesweeping and what is not.

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APPENDIX IV.

II.—Navigation and Pilotage.

(A) COURSE FOR SUB-LIEUTENANTS QUALIFYING FOR PROMOTION TO THE RANK OF LIEUTENANT.

This course will follow immediately after the seven days' Gunnery Course. The syllabus is based on the Manual of Navigation and the appropriate sections should be studied before officers take the course.

Syllabus (5½ working days).

Section I.—*Compass.*—Explanation and application of variation and deviation. How to take bearings.

Section II.—*Chronometer.*—Winding and daily comparison. Taking times by D.W. for sights. Time Signals. } ½ day.

Section III.—*Meteorology.*—Barometers, mercurial, and aneroid. Barograph. Hygrometer. Cause of wind and effect of Earth's rotation on its direction. Weather to be expected in cyclonic and anti-cyclonic conditions. British Storm Signals. ½ day.

Section IV.—*Tides*—Elementary knowledge of cause of tides. Spring and Neap tides. To be able to find the time of H.W. and L.W. at any Standard Port, and also the depths at those times, given sounding on chart. To be able to make use of tidal information on charts and in Tidal Atlas, neglecting velocity on intermediate days and times. Relation between spring and neap velocity. ½ day.

Section V.—(*a*) Supply, arrangement and correction of charts and sailing directions. System of lights, buoyage and fog signals in use on British coasts. Chart abbreviations. Duties of O.O.W. at sea. Writing up the log. 3½ days.

(*b*) Fixing by all terrestrial methods, except those necessitating the use of a sextant. Laying off courses. Allowance for tidal streams. The track of a ship and avoidance of dangers in pilotage waters. General principles of pilotage in a fog.

(*c*) Slight knowledge of Trident and Chernikeef logs; principle of Pitometer and Forbes; types of ship in which each will probably be found. Use of Kelvin and Echo sounding machines.

(*d*) Rule of Road.

Examination (½ *day*).	*Full Marks.*	*Qualifying Marks.*
(*a*) Paper I (1½ hours).—General paper on Sections I, III and V (*a*)	100	50
Paper II (45 mins.).—Fixing paper, omitting station pointer fixes..	50	25
(*b*) Viva Voce Examination.—Sections II, IV and V (*c*)	50	25
(*c*) Viva Voce Examination.—Rule of the Road..	50	25

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APPENDIX IV.

(B) OBLIGATORY COURSE FOR OFFICERS SELECTING NAVIGATION AND PILOTAGE ON PROMOTION TO LIEUTENANT.

Before undergoing the course officers are to have received instruction at their Division in the subjects concerned.

The course is divided into two parts, each of two weeks' duration (11 working days). Part I will commence on the first Monday of January, March, May, July, September and November, and Part II on the third Monday of those months.

Before taking Part II officers must qualify in Part I. After passing both parts, officers will be qualified in Navigation and Pilotage.

Requalifying courses will commence on the above dates, and will consist of the same syllabus and examination.

PART I.

Syllabus.

Section I.—(*a*) *Compass, Magnetic.*—Properties of magnets. Terrestrial magnetism. Permanent, sub-permanent and induced magnetism in a ship; its resolution into components and the deviation caused. Heeling error and deviation caused. Practical correction of permanent and induced magnetism and heeling error. Changes in deviation on change of magnetic latitude. Precautions before swinging. Methods of swinging. Analysing a deviation table and determining the approximate coefficients. — 1½ days.

(*b*) *Compass, Gyro.*—The master compass (general knowledge only). Synchronising repeaters. The alarm system. Starting and stopping. All latitude and speed settings with old and new control. Hunt adjuster. Instructions, use of forms, reports, etc. — ½ day.

NOTE.—A knowledge of the theory and electrical system of a gyro compass is not required.

Section II.—*Chronometer Work.*—Supply, return and transfer of chronometers and watches. Safe distances from electrical instruments. Management and care. Comparing. Value of daily comparisons. Keeping comparison book. Obtaining errors by W/T or visual time signal and by comparison with standard clocks. Comparisons necessary when obtaining errors. Rating chronometers and watches. System of time-keeping at sea. Use of H. forms concerning chronometers. — ½ day.

Section III.—*Meteorology.*—The atmosphere. General pressure distribution over earth's surface. Permanent winds, trades, westerlies, periodic winds. The commoner forms of isobars and associated weather. British storm signals. Use of A.L.W.S. for obtaining weather forecasts and storm warnings. Instruments; Barometer, mercurial and aneroid; barograph; hygrometer; thermometers; meteorological winds and current charts. — 1 day.

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APPENDIX IV.

Section IV.—*Tides.*—Definitions. To find the time and height of High and Low Water. To find the time at which the tide will reach a given height, and to find the height of the tide at any time at both a standard port and those secondary ports for which a tidal difference and a ratio are published. Simple explanation of the cause of tidal streams. Prediction of tidal streams by means of information on Admiralty Charts. Use of Tidal Atlas. — 1½ days.

Section V.—*Ship and Fleet Work.*—Turning of ships. Action of propellers. Turning circle. Definitions. Gaining and losing speed. Keeping dead reckoning. Station keeping. Description and use of Battenberg and mooring board. Changing station by Battenberg. — 2 days.

Section VI.—*General Navigation and Pilotage.*—(*a*) Supply, arrangement and correction of charts and sailing directions. Use of all hydrographic publications supplied to H.M. ships. System of lights, buoyage and fog signals. Duties of O.O.W. at sea. Writing up the log. Rule of the road.
(*b*) Fixing by all methods.
(*c*) The track of the ship and avoidance of dangers in pilotage waters. Navigation in fog. Anchoring in a predetermined position. Conning the ship.
(*d*) General knowledge of all navigational instruments in use in H.M. ships, including the measurement of angles by sextant. — 3 days.

Examination (½ day).

	Time.	*Marks.*
General Paper to cover all sections	2½ hours	250
Fixing paper	½ hour	50
Total		300

Certificates.

1st class	240 marks.
2nd class	195 ,,
3rd class	150 ,,

Part II.

Syllabus.

Section I.—*Astronomical Navigation.*—Mercator sailing by middle latitude and meridional parts. Use of traverse tables. To obtain the deviation of the compass by time azimuth of any heavenly body. To fix the ship's position by sights of all heavenly bodies, including latitude by polaris. To find the time of rising and setting of sun and moon. Use of W/T.D.S. for fixing the ship's position. — 5 days.

Section II.—*Meteorology.*—Synoptic system of weather forecasting. Polar front theory. Weather reports from ships at sea. Decoding, plotting and forecasting of weather shipping bulletin and fleet synoptic messages. Special forecasts. Fog. Single observer forecasting. Tropical revolving storms. — 1½ days.

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APPENDIX IV.

Section III.—*Tides.*—Revision of Part I, Section IV. Brief explanation and use of Admiralty method of predicting tides. Tidal phenomena. Use of co-tidal chart. — 1½ days.

Section IV. *Ship and Fleet Work.*—Weighing, anchoring and handling ships singly and in company. Elementary relative speed problems. Principles of handling a fleet by Equal Speed, forming and disposing and stationing signals. Special manœuvring signals. — 2 days.

Action Plotting.—Objects of the plot. Reference positions and enemy reporting.

Section V. Revision. — ½ day.

Examination (½ day).

	Marks.
General paper to cover Sections II, III and IV (1½ hours) ..	150
Astronomical navigation paper (1½ hours)	150
Total	300

Certificates.

1st class	240	marks.
2nd class	195	,,
3rd class	150	,,

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APPENDIX V.

APPENDIX V.

RATINGS—COURSES OTHER THAN FOR NON-SUBSTANTIVE RATINGS.

I.—Engineering.

OIL FUEL AND TURBINE COURSE.—Open to Engine-Room Artificers only. Held in R.N. Barracks, Portsmouth.

Period of course—18 days.

INTERNAL COMBUSTION ENGINE MECHANICAL COURSE.—Open to Engine-Room Artificers and Motor Mechanics. Held in R.N. Barracks, Portsmouth.

Period of course—approximately 10 weeks ; may be taken in two parts.

SPECIAL INTERNAL COMBUSTION COURSE.—Open to Motor Mechanics only. Held in R.N. Barracks, Portsmouth.

Period of course—18 days.

II.—Gunnery.

(*See* O.U. 5362A, Gunnery Training Manual, Vol. I, for syllabuses.)

QUALIFICATION IN BRANCH.—Course is Part I of Qualifying Course for S.G.

Period of course—14 days.

CHIEF PETTY OFFICERS AND PETTY OFFICERS REQUALIFYING IN GUNNERY (ARTICLE **134,** CLAUSE 6).

Period of course—14 days.

III.—Petty Officers' Course.

The course is carried out in R.N. Barracks, at the three Home Ports. It will be taken by Chief and Petty Officers of the Seaman and Communications Branches only. These ratings are to carry out a minimum period of 14 days of the course on the first occasion of training after advancement, in accordance with Article **135.** If only 14 days are carried out, this is to consist of the first fortnight which embraces lectures on the Empire, Naval History, Leadership, Discipline and Drill.

2. The full period of the course is approximately 38 days. The syllabus consists partly of lectures and partly of drill.

(*a*) The lectures deal primarily with the following subjects :—Discipline, Esprit de Corps, and Leadership ; Duties and Responsibilities of Petty Officers ; King's Regulations, their purpose and application ; Naval Traditions and Customs ; Naval History as illustrating the application of Naval Traditions and importance of fighting morale ; Naval Uniform, Evolution of the Seaman, Trade and its connection with the Navy, Elementary Finance and kindred subjects are touched upon.

(*b*) The Drill syllabus consists of Field Exercises and P. and R.T. and forms a very important part of the course. It is designed to bring out the practical side of subjects dealt with in the lectures, and aims primarily at giving practice in the exercise of command.

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APPENDIX V.

IV.—Physical and Recreational Training Course.

Provided sufficient volunteers are available, a six weeks' course at the P. and R.T. School, Portsmouth, will be arranged annually in September.

2. The object of the course is to give suitable men instruction in a Physical and Recreational Training Instructor's duties, so that they can assist the P. and R.T. instructor at Headquarters.

3. The course is open to recommended Able Seamen or above possessing personality and good power of command and, as the course is a severe physical test, the men selected should be of very good physique. They should also be interested in all forms of recreation and athletics.

4. Only men who have at least two years' service before the expiration of their enrolments, unless they are on the point of re-enrolling for a further period, are eligible.

5. Commanding Officers are to forward the names of volunteers to the Admiral Commanding by 1st August each year.

V.—Signals.

(*See* O.U. 6290, Signal Training Instructions for Syllabus.)

QUALIFICATION IN BRANCH.—Period of course—14 days.

VI.—Torpedo.

(*See* O.U. 5419, Torpedo Training Manual Syllabuses.)

QUALIFICATION IN BRANCH.—Course is either part of qualifying course for S.T.

Period of course—14 days.

When qualifying in branch either the same or the other part may be taken.

CHIEF PETTY OFFICERS AND PETTY OFFICERS REQUALIFYING IN TORPEDO (ARTICLE **134,** CLAUSE 6).—Course is same as requalifying course for S.T.

Period of course—14 days.

VOLUNTARY COURSE IN WHITEHEAD.—Open to ratings holding the non-substantive rating of S.T.

Period of course—28 days ; may be taken in two parts.

Ratings who have undergone the course and passed the examination will be referred to as " S.T. (qualified in Whitehead)."

ELECTRICAL REPAIR COURSE FOR ELECTRICAL ARTIFICERS.—May be carried out once in every four years.

Period of course—14 days.

VII.—Wireless Telegraphy.

(*See* O.U. 6290, Signal Training Instructions for Syllabus.)

QUALIFICATION IN BRANCH.

Period of course—14 days.

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APPENDIX VI.

MEDICAL STANDARD REQUIRED FOR ENTRY, ETC.

The following is the minimum medical standard required of officers and men on entry in the R.N.V.R. and during subsequent service :—

(1) VISION.

(*a*) *Officers on Entry.*

Form Vision

Executive, Engineering	Better eye 6/9 ; other 6/12.
Special Branch	As necessary.
Medical, Dental, Accountant, Chaplains	Not less than 6/60 in each eye separately, correcting to 6/6 in one eye and, at least, 6/24 in the other eye with glasses.

There must be no diplopia, squint, fistula lachrymalis or any chronic disease of the eye or eyelids.

Executive Officers should be capable of performing their duties without the aid of glasses. The wearing of glasses on duty is permitted to officers of other branches.

Near Vision.—Candidates for the Executive Branch must be able to read Snellen D = 0.6 with each eye separately without glasses at a distance selected by the candidate. Candidates for the other branches may use glasses to attain this standard.

Colour Vision.—

Executive	Grade I.
Engineering, Medical, Dental	Grade II.
Special Branch	As necessary.
Accountant, Chaplains	Grade III.

Details of the technique of testing and grading colour vision will be found in Medical Research Council, Special Report Series No. 185.

(*b*) *Officers after Entry.*

Form Vision.

Executive	Better eye 6/12 ; other 6/18.
Engineering	6/18 using both eyes together ; worse eye not less than 6/36 ; with glasses 6/6—6/9 at least.
Medical, Dental, Accountant, Chaplains	6/12 using both eyes together (with glasses).

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Colour Vision.—Standards as for entry.

The cases of serving officers who fall below these minimum standards will be specially considered by the Admiralty on their merits before discharge is finally decided upon.

(*c*) *Ratings.—On entry* (*except Telegraphist, see* paragraph 3.)
Absence of squint or deformity.

Form Vision.—On enrolment and re-enrolment up to the age of 30.

Seamen	6/9 better eye ; 6/18 other.
Signalmen	
E.R.A., Motor Mechanics	6/9 both eyes together ; worse eye not less than 6/18.
Other Artificers ..	6/12 both eyes together ; worse eye not less than 6/24.
Artisans	
Writers	6/12 better eye ; 6/18 other.

Each eye to be tested separately without the aid of glasses. Glasses are allowed in ratings other than Seaman and Signal branches.

(*d*) *Ratings.—On re-enrolment at or after the age of* 30

Seamen	6/12 both eyes together.; worse eye not less than 6/24.
Signalmen	6/12—6/18.
E.R.A., Motor Mechanics	6/18 both eyes together ; worse eye not less than 6/36. Correctable by glasses to 6/6—6/9 at least.
Other Artificers ..	6/24 both eyes together ; worse eye not less than 6/36. Correctable by glasses to 6/12—6/12 at least.
Writers..	6/60—6/60. Correctable by glasses to 6/12—6/12 at least.

(*e*) *Ratings.—Colour Vision on entry and at all subsequent periods of service.*

Grade I for Seamen and Signal ratings ;
Grade II for Artificer, Motor Mechanic and Artisan ratings ;
Grade III for Writer ratings.

Ratings found to be suffering from defective colour vision are not to be invalided, but are to be retained and their eligibility for advancement in rating is not to be prejudiced by their colour vision defect. Medical History Sheets are to be made out for men of the Seaman and Signal branches suffering from defective colour vision and enclosed with the Service Certificates. A notation " Defective Colour Vision " is to be made on form R.N.V. 16 on each subsequent embarkation for training and on Form B 325 on mobilisation.

NOTE.—The Admiral Commanding can authorise at his discretion the retention of ratings whose form or colour vision is slightly below standard.

(2) GENERAL TO OFFICERS AND RATINGS (except Telegraphists, *see* paragraph 3).

Hearing.

To hear ordinary conversation with either ear.

In all other respects the Admiralty Regulations are to be followed, provided that a certain latitude be allowed in the case of especially desirable candidates or those engaged in trades especially required in the Force.

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APPENDIX VI.

Teeth.

A clean, healthy mouth and sufficient teeth, natural or artificial, to provide an efficient masticating area is required.

Height and Chest.

Under 20 years.—Height, 5 ft. 1 in. Chest, 32.
Over 20 years.—Height, 5 ft. 2 in. Chest, 33.

Every additional two inches of height to require on additional inch in chest measurement.

Varicocele and Varicose Veins.

Not to cause rejection unless very marked.

(3) TELEGRAPHIST RATINGS.

The following is the minimum medical standard required for Telegraphist ratings at all periods of service :—

To be free from any gross physical defect and not suffering from any condition that is likely to become aggravated by duty, or render them incapable of carrying out their duties efficiently. The standard of distant vision to be not less than 6/60, 6/60 capable of correction by glasses to 6/12, 6/12 at least. The standard of near vision, with the aid of glasses if necessary, to be not less than D.O. 6.

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APPENDIX VII.

REGULATION PEACE TIME KIT OF RATINGS.

(*See* Articles **93** and **96** for loan bedding and clothing and Article **167** for kit when mobilised.)

Chief Petty Officers and Petty Officers over one year and confirmed in rating (but see Article **57,** *clause* 4), *and men not dressed as Seamen.*

1 pair blue cloth trousers.
1 jacket, double-breasted, cloth.
1 cloth waistcoat.
1 blue jersey.
* 2 flannels.
1 cap and badge.
2 cap covers, white.
1 pair of braces.
1 black silk necktie.
1 pair boots.
1 oilskin coat.
1 kit bag.
1 jacket, single-breasted, serge. } Blue serge working dress.
1 serge waistcoat. } Blue serge working dress.
1 pair serge trousers. } Blue serge working dress.
‡ 2 tunics, drill.
‡ 2 pairs trousers, drill.
Distinguishing badges for jackets.

Men dressed as Seamen.

1 pair blue serge trousers. } No. 1 dress.
1 blue serge jumper. } No. 1 dress.
1 blue jersey.
2 blue jean collars.
2 flannels.
† 1 cap and 2 cap ribbons.
1 duck cap.
**1 knife and lanyard.
1 black silk handkerchief.
1 pair boots.
1 oilskin coat.
1 kit bag.
1 blue serge jumper. } Blue serge working dress.
1 pair blue serge trousers. } Blue serge working dress.
‡ 2 duck jumpers. } White working dress.
‡ 2 pairs duck trousers. } White working dress.
Distinguishing badges for jumpers.
Seamanship Manual, Vol. I (issued on entry to Seaman Ratings only).
1 waist belt.

Uniform for Bandmaster.

1 blue serge tunic with gilt crown and anchor pattern buttons and brass lettering R.N.V.R. on shoulder straps.
1 pair blue serge trousers with ¼ in. red piping in the outside seams.
1 peak cap.
1 cap badge, gold, Pattern 48.
2 cap covers.
1 pair boots.
Distinguishing badges as in Article **56,** clause 1 (*f*).

Uniform for Assistant Bandmaster, Band Corporal and Bandsman.

1 blue serge tunic with brass crown and anchor pattern buttons and brass lettering R.N.V.R. on shoulder straps.
1 pair blue serge trousers with ¼ in. red piping in the outside seams.
1 peak cap.
1 cap badge, red, Pattern 52.
2 cap covers.
1 pair boots.
Distinguishing badges and badges of rating as in Article **56,** clause 1 (*f*).

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* Men not dressed as Seamen have the option of taking up two white shirts and three stiff white collars in lieu of two flannels.
** The knife is compulsory in the kit of Seaman Branch Ratings only.
† *See* Article 97.
‡ *See* Article 57, clause 1.

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DIVISIONAL AREAS AND POSTAL AND REGISTERED TELEGRAPHIC ADDRESS.

Division or Outlying Unit.	Postal Address. Registered Telegraphic Address (*in italics*).	Divisional Area.
Admiral Commanding	Admiralty, Queen Anne's Chambers, Tothill Street, London, S.W.1 *Adviwit (Parl.), London*	—
Clyde	Whitefield Road, Govan, Glasgow *Navalteer, Glasgow*	All ports on west coast of Scotland and dividing line from Inverness, Stirling and Carlisle.
Greenock ..	H.M.S." Carrick," R.N.V.R. Drill Ship, Greenock	—
East Scottish ..	H.M.S. " Claverhouse," R.N.V.R. Drill Ship, Leith *Navalteer, Leith*	All ports on East coast of Scotland and dividing line from Inverness, Stirling and Carlisle.
Dundee ..	H.M.S. " Unicorn," R.N.V.R. Drill Ship, Dundee	—
London.. ..	H.M.S. " President," R.N.V.R. Drill Ship, King's Reach, London, E.C.4 *Navalteer, Fleet, London*	Middlesex, Kent, Surrey, Berkshire, Oxford, Hertford, Essex, Suffolk, Norfolk, Northampton, Bedford, Leicester, Nottingham, Lincoln, Cambridge, Rutland, Buckingham and Huntingdon.
Mersey	H.M.S. " Eaglet," R.N.V.R. Drill Ship, Liverpool *Navalteer, Liverpool*	Shropshire, Montgomery, Isle of Anglesey, Staffordshire, Cheshire, Caernarvon, Merioneth, Denbighshire, Flintshire, Lancashire, Isle of Man and Derbyshire.
Birkenhead ..	H.M.S. " Irwell," R.N.V.R. Drill Ship, Birkenhead	—
Severn	H.M.S. " Flying Fox," R.N.V.R. Drill Ship, Bristol *Navalteer, Bristol*	Cornwall, Devon, Somerset, Wiltshire, Gloucester, Warwick, Worcester, Monmouth, Glamorgan, Carmarthen, Pembroke, Cardigan, Radnor, Brecknockshire, Hereford, Scilly and Channel Isles.

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APPENDIX VIII.

Division or Outlying Unit.	Postal Address. Registered Telegraphic Address (*in italics*).	Divisional Area.
Sussex	5, Victoria Terrace, Hove .. *Navalteer, Hove*	Dorset, Hampshire, Sussex, Isle of Wight and Portland.
Newhaven ..	R.N.V.R. Drill Hall, Newhaven, Sussex	—
Tyne	H.M.S." Calliope,"R.N.V.R. Drill Ship, Elswick, Newcastle-on-Tyne *Navalteer, Newcastle-on-Tyne*	Roxburgh, Northumberland, Cumberland, Durham, Westmorland and Yorkshire.
South Shields	H.M.S. "Satellite," R.N.V.R. Drill Ship, South Shields	—
Ulster	H.M.S. "Caroline," R.N.V.R. Drill Ship, Belfast *Navalteer, Belfast*	Northern Ireland.

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APPENDIX IX.

BOOKS AND DOCUMENTS TO BE PRODUCED AT INSPECTION.

Sub-Division Record Books.

Lists shewing for each Sub-Division :—

(*a*) Numbers of officers and men present at the inspection.
(*b*) Numbers absent with leave.
(*c*) Numbers absent without leave.
(*d*) Total strength.

In addition, separate lists are to be handed to the Inspecting Officer by each Sub-Divisional Officer shewing the above particulars for his Sub-Division.

Record of sea training kept for the purpose of compiling the half-yearly return of men who have failed to carry out obligatory training.

Record shewing deprivations of Good Service Badges, and offences for which these penalties have been inflicted.

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APPENDIX X.

R.N.V. FORMS.

R.N.V. No.	
1	Application for Enrolment in the R.N.V.R.
2	Claim for Bounty (outside and inside).
3	Return of Swimming Instruction.
03	R.N.V.R. Mobilisation Card.
4	Application for Commission or Appointment in the R.N.V.R.
4A	Application for Enrolment in the R.N. Volunteer Supplementary Reserve.
5	Diary of Officer Instructor.
—	Diary of Chief Petty Officer Instructor (Form D 491A).
6	Free issue of Kit to R.N.V.R. Ratings. Men not Dressed as Seamen.
7	Free Issue of Kit to R.N.V.R. Ratings. Petty Officers and Men Dressed as Seamen.
8	Free Issue of R.N.V.R. Kits.
8A	Free Issue of R.N.V.R. Badges.
9	Cash Account Voucher.
10	Certificate of Service.
11	Statement to accompany Application for R.N.V.R. Decoration (Officers).
12	Application for R.N.V.R. Long Service and Good Conduct Medal (Men).
13	Quarterly Return of Strength.
16	List of R.N.V.R. Ranks and Ratings for Training Afloat or in Naval Schools.
19	Sub-Divisional Record of Services.
20	Demand to Replenish Consumable Stores.
21	Abstract Statement of Permanent and Consumable Naval Stores.
22	Half-yearly Recommendation for Advancement of R.N.V.R. Writer Ratings.

NOTE.—Demands for R.N.V. Forms should be made on Form S 134D to the Naval Store Officer, Royal Victoria Yard, Deptford.

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RETURNS TO BE RENDERED.

NOTE.—Blank Returns are required in all cases.

Form.	Authority.	Description.	When due.	By whom to be rendered.	To whom.
MONTHLY.					
R.N.V. 5 ..	Art. 329 (7)	Officer Instructor's Diary ..	1st of month ..	Officer Instructor(through Commanding Officer of Division)	Admiral Commanding.
M.S. ..	Art. 166 (6)	List of changes in Form R.N.V. 03	,, ,, ..	Officer Instructor ..	,, ,,
R.N.V. 02 ..	Art. 196 (6) & (7)	Claim for Bounty—New Entries and Men Discharged	,, ,, ..	Commanding Officer of Division	Director of Navy Accounts.
QUARTERLY.					
R.N.V. 3 ..	Art. 71 (9)	Swimming Instruction ..	1st day of quarter	Commanding Officer of Division (in duplicate)	Admiral Commanding.
R.N.V. 13 ..	Art. 5 (4)	Return of Strength ..	,, ,,	Commanding Officer of Division	,, ,,
S. 29 ..	Art. 300	Cash Accounts Nos. 1 and 2 and Central Fund	Within 21 days of end of quarter	Accountant Officer of Division (through Commanding Officer) ; Accountant Officer, Central Fund (through Admiral Commanding)	Director of Navy Accounts.

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S. 1050	Art. 394 (3)	Clothing Account	Within 30 days of end of quarter	Accountant Officer of Division (through Commanding Officer)	Director of Victualling.
HALF-YEARLY.					
R.N.V. 22	Art. 40 (7)	Advancement of Writer Ratings	1st January, 1st July	Commanding Officer of Division	Admiral Commanding.
M.S.	Art. 353 (1)	Examination of accessible Compartments and Fittings of Drill Ships	30th June, 31st December	,, ,,	,, ,,
M.S.	Art. 130 (3)	Ratings in Arrears with Obligatory Training	30th June, 31st December	,, ,,	,, ,,
ANNUAL.					
M.S.	Art. 76 (1)	Ammunition expended on Military Rifle Ranges	1st April	Commanding Officer of Division	Admiral Commanding.
M.S.	Art. 351 (1) (*e*)	Alterations and Additions—Shore Establishments	15th May	,, ,,	,, ,,
M.S.	App. XVI, Part III	Entries for Interport Rifle and Revolver Competitions and Numbers Travelling	15th June	,, ,,	Hon. Secretary R.N.V.R. Rifle Association.
M.S.	Art. 351 (1) (*a*)	Alterations and Additions—Drill Ships	1st August	,, ,,	Admiral Commanding.
M.S.	App. V, Part IV	Volunteers for Physical and Recreational Training Course	,,	,, ,,	,, ,,
S. 290 and S. 293	Arts. 74 (6) & 75 (3)	Report of Rifle and Lewis Gun Practice	31st October	Commanding Officer of Division	Admiral Commanding.

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RETURNS TO BE RENDERED—*continued.*

Form.	Authority.	Description.	When due.	By whom to be rendered.	To whom.
R.N.V. 2 ..	Art. 196 (8)	Claim for Bounty	1st November ..	Commanding Officer of Division	Director of Navy Accounts.
M.S. ..	—	List of Addresses of Officers	,, ,,	,, ,,	Admiral Commanding.
M.S. ..	Art. 68 (4)	Number of Ratings Qualified as "Efficient"	15th November	,, ,,	,, ,,
S. 100 and S. 83, Part III	Art. 395 (2)	Mess Trap and Implement Accounts	31st December and on change of Accountant Officer	Accountant Officer of Division (through Commanding Officer)	,, ,,
OCCASIONAL.					
S. 1418 and S. 474	Art. 381 (1)	Naval Armament Store Inventory Account; Naval Armament Store Account	Biennially and on change of Accounting Officer	Officer Instructor ..	Chief Superintendent of Armament Supply (Admiralty).
M.S. ..	Art. 386.	Report by Officer Instructor of Examination of Gun Mountings, etc.	On completion of triennial examination	Commanding Officer of Division	Admiral Commanding.
R.N.V. 21 ..	Art. 374 (4)	Naval Store Account ..	On change of Accounting Officer	Officer Instructor ..	Director of Stores.

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APPENDIX XII.

RULES FOR CANTEENS.

In order that all Canteens, R.N.V.R., shall be conducted on similar lines, the following orders are to be embodied in all R.N.V.R. Canteen Rules.

Attention is called to the fact that in each case the institution of a R.N.V.R. Canteen is subject to the written approval and authority of the Admiral Commanding :—

1. Membership is to be restricted to Officers, Honorary Officers, Petty Officers and men of the R.N.V.R.

2. No person other than members of the Canteen shall be allowed to purchase anything from the Canteen, but members may introduce visitors. No visitor shall pay for any drink, meal, or other refreshment in the Canteen, nor remain in the Canteen buildings in the absence of the member who introduced him, nor be on the premises at any hour when licensed houses are by law closed to the public, except on occasions when sanctioned by the Committee, subject to the approval of the Commanding Officer of the Division.

3. No quarrelling, gambling, drunkenness, bad language, or other misconduct is permitted.

4. No intoxicating liquors shall be supplied for consumption off the premises.

5. There is to be at all times a manager or sub-manager on duty in the Canteen, and to him shall be committed the exercise of the following powers, and the performance of the following duties :—

(*a*) To exercise control over the playing of all games.
(*b*) To exclude from the Canteen premises for the remainder of the evening any member infringing any bye-law or rule.
(*c*) To decide all disputes which require immediate settlement, and to be responsible for the due observance of the rules and the maintenance of order on the premises.
(*d*) To report to the President of the Canteen Committee all disputes and his decision thereon, if any, and all breaches of rules and bye-laws.

6. The Canteen Committee shall be constituted as follows :—

(*a*) *At Headquarters.*—The President, who is to be a Commissioned Officer, is to be appointed by the Commanding Officer of the Division, and there shall also be appointed by the Commanding Officer of the Division at least four other members, Petty Officers and men being eligible, each sub-Division at Headquarters being represented by at least one member.
(*b*) *At Outlying Units.*—The President is to be the Senior Executive Officer on List I *ex officio*, and there shall be at least four other members appointed by him, each sub-Division being represented.

The Committees are responsible to the Commanding Officer for the management and conduct of the Canteen and for enforcing the due observance of the Canteen rules and regulations. All action of the Committee must be subject to the approval of the Commanding Officer of the Division.

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7. All contracts for the supply of articles to the Canteen shall be approved by the Canteen Committee, who shall fix the retail prices as low as they may deem expedient and possible. The price list so fixed shall be posted in a conspicuous place in the Canteen or Mess Deck.

8. The Canteen Accounts shall be audited and stock taken, at any time thought necessary by the Commanding Officer, and at least once every year, three officers being detailed for this work by the Commanding Officer, unless a firm of Chartered Accountants is engaged. The statements of accounts shall be posted after each audit in the Canteen or Mess Deck.

9. Canteen rules and regulations are to be posted in some conspicuous place in each Canteen or Mess Deck.

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INCOME TAX.

I.—Rebate in respect of Uniform Allowance.

Officers of the R.N.V.R. are eligible for a rebate of Income Tax in respect of the maintenance of their uniform, and, subject to the conditions set out in paragraphs 2 and 3, the following allowances are authorised to be deducted from the Naval emoluments in order to arrive at "Total Income" for Income Tax purposes :—

(*a*) OFFICERS APPOINTED FOR TRAINING.

(i) Commissioned Officers .. .. £10 per annum.
(ii) Commissioned Officers from Warrant Rank and Warrant Officers .. .. £7 per annum.

(*b*) OFFICERS APPOINTED FOR SERVICE OTHER THAN TRAINING.

At the rates in force for Officers of the R.N. of the same relative rank.

2. For broken periods (*e.g.*, for the year in which an officer joins the Reserve) the sum allowable will bear the same proportion to the full annual allowance as the number of days subsequent to appointment to the Reserve bears to the total number of days in the fiscal year.

3. No rebate in respect of uniform is allowed, however, in respect of any year in which the officer does not receive Naval emoluments, nor can a rebate be allowed in excess of the total amount of the emoluments received from Naval funds.

II.—Assessment and Collection.

(*a*) OFFICERS APPOINTED FOR TRAINING.

Naval emoluments will be issued in full without being subject to deduction of Income Tax at source. The emoluments actually issued in each fiscal year will, however, be reported by the Admiralty to the Inland Revenue Department, and will be assessed to Income Tax by the Inspector of the district in which the officer resides or has his business (*i.e.*, by the Inspector who usually deals with the officer's civil income). Officers should, when making their annual return to this Inspector, declare therein the amount of pay, etc., they earned during the preceding year, in the following form :—

Pay, etc., whilst undergoing Naval training for the period .. to .. as (*e.g.*, Lieut.-Comdr., R.N.V.R.), *i.e.*, .. days at a day	£
Less Uniform Rebate	£
Net total income derived from Navy sources	£

Accountant Officers of H.M. Ships and Establishments to which R.N.V.R. officers are appointed will ascertain from each officer borne for training, etc. the business or other address from which he normally makes his Income Tax return. Without exception, the business or private address of the officer is to be inserted in the remarks column of the officer's account in the Reserve Section of the ledger, whether he renders an Income Tax return or not.

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APPENDIX XIII.

(*b*) OFFICERS APPOINTED FOR SERVICE OTHER THAN TRAINING.

Naval emoluments will be subject to Income Tax deduction at source, the basis of assessment being similar to that for new entries into the Service as laid down in the current Income Tax Circular, the provisions of which will generally be applicable.

Accountant Officers should serve Income Tax Returns on these officers, notwithstanding that they may have already rendered Returns locally. Completion of Section "A" of the Return is not sufficient unless a full return of total income has already been made for the same year. Before transmission of the Returns to the Admiralty provisional assessments should be made on the declared (estimated) income for the current year and charges raised accordingly.

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APPENDIX XIV.

APPENDIX XIV.

LOAN OF NAVAL OR VICTUALLING STORES TO R.N.V.R. BOYS' CORPS.

The conditions under which stores are lent to R.N.V.R. Boys' Corps are shewn in the form printed below, a copy of which is required to be signed by the responsible officer of any corps before the loan of stores is authorised by the Admiralty. No stores can be lent without specific Admiralty approval.

CONDITIONS OF LOAN

OF

(*a*).....STORES TO BOYS' CORPS AFFILIATED TO

.....DIVISION, R.N.V.R.

The articles detailed on the other side hereof will be lent on the following conditions, viz. :—

(1) That where the total value of the stores lent to any one Corps exceeds £10, an insurance policy will be taken out with an approved insurance company covering all risks of damage and/or loss, FROM WHATEVER CAUSE, and the policy deposited with the Admiralty 14 days before the articles are required. The value for insurance purposes of the articles now required is assessed at £.....

(2) That the stores will be taken over by the Corps in the condition in which they may happen to be, and that any expense necessary to render them serviceable will be borne by the Corps. No liability will be accepted by the Admiralty for accidents which may arise from the use by the Corps of stores in an unserviceable condition.

(3) That the cost of carriage both ways, and any expenses incurred by the supplying departments in connection with their removal, will be defrayed by the Corps concerned.

(4) That the articles will be neither lent nor sold to any person.

(5) That the articles will not be used for any other purpose than that for which lent.

(6) That the articles may be inspected at any time by Admiralty officers.

(7) That the articles may be withdrawn by the Admiralty at any time.

(8) That when no longer required the articles will be returned to the Admiralty establishment from which they were issued, unless other arrangements have been made with the prior approval of the Admiralty.

(9) That every reasonable care and attention will be bestowed on the stores, and that the value of any depreciation (except fair wear and tear) and/or damage and/or loss, as assessed by the Admiralty on survey of the articles after their return to an Admiralty establishment, will be paid for by the Commanding Officer of the Division.

(10) That the person who signs the form accepts personal responsibility for the stores.

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(11) That if the responsibility for the stores is transferred from one person to another, a letter will be sent to the Secretary of the Admiralty giving the name and address of the person to whom transferred, with a statement from him accepting full responsibility. Failing this, the previous holder will be held responsible by the Admiralty.

(12) That the cost of washing articles of bedding will be borne by the Commanding Officer of the Division to whom the stores are lent.

On behalf of the (*b*) .....
I undertake that the above conditions will be carried out.

(*c*) Name .....

Address .....

.....

Witness :—

Name .....

Address .....

.....

NOTES.

(*a*) Insert Naval or Victualling Stores.

(*b*) Insert name of Corps.

(*c*) To be signed by a responsible officer on behalf of the Corps.

Articles should be consigned to :—

Name .....

Address .....

Nearest Station.....

Details of the Articles to be Lent.

Pattern No.	Description.	Quantity.

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APPENDIX XV.

SPECIMEN CLAIM FOR LOSS OF, OR DAMAGE TO, FURNITURE DURING REMOVAL.

(R.N.V.R. Regulations, Article **216**, clause 1.)

..... Division, R.N.V.R.

Date.....

Name and rating of claimant.....

Removal from.....to .....

D. 80 No. and date of issue.....

By whom issued .....

(Copy marked " To be retained by consignee " attached.)

Weight of furniture conveyed .....

Authority for removal.....

Route by which furniture was despatched .....

Date despatched ..... Date delivered .....

Whether damage or loss was pointed out to carrier (state name) at time of delivery ; if so, by whom .....

Nature of receipt given and by whom.....

Has a formal claim been lodged with the local railway authorities within three days of delivery ? If not, state reason.....

.....

Detailed statement is submitted herewith.

.....

Commanding Officer.

To the Admiral Commanding Reserves.

DETAILED STATEMENT OF CLAIM.

Articles Lost or Damaged.	Extent of Damage.	How Packed (Full Details to be Stated).	Estimated Cost of Repair or Replacement.		Remarks.
			Claimant's Statement.	Local Tradesman's Estimate (to be attached).	

I hereby certify that the above is a true statement of articles lost or damaged during my removal on Admiralty service.

Name and rating.....

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APPENDIX XV.

SPECIMEN FORMAL CLAIM AGAINST RAILWAY AUTHORITIES.
(R.N.V.R. Regulations, Article **216,** clause 4.)

..... Division, R.N.V.R.

Date.....

DEAR SIR,

The following articles were found to be *damaged/missing on the packages being opened out, and you are requested to note this letter as a formal claim within the meaning of the Railway Companies' General Conditions for *damage/loss during transit.

2. The amount involved will be advised to the head office of the Company by the Admiralty on the receipt of more detailed information.

3. Please acknowledge receipt.

Articles.	Description of Package.	Date of Delivery.	Name and Address of Consignor.	Missing or Damaged.

.....
(Signature of Commanding Officer or owner of effects.)

To Goods Agent,

.....Station.

* Delete words not required.

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APPENDIX XVI.

INTER-DIVISIONAL COMPETITIONS.

I.—Boat Pulling Races.

All inter-divisional races are to be pulled as far as possible under the rules given in the current R.N. and R.M. Sports Handbook so far as condition of boats and the course and conduct of races are concerned. The dates and, when necessary, the venues of the races will be decided at a convenient R.N.V.R. Advisory Committee Meeting and promulgated by the Admiral Commanding.

The length of the races is to be 1 mile for officers' races and 1½ miles for ratings' races, but these distances may be slightly varied if necessary owing to local conditions.

Races are to be rowed in service boats supplied by the Dockyard. They are to be provided by the Division at which the race is held and are to be raced in the condition in which they are found as regards gear and fittings, the organising Division ensuring that all boats are in similar condition and in the same racing trim.

Oars are to be brought by the respective crews and are to be of service pattern supplied by the Dockyard.

Racing flags are to be secured to the stems of each boat, each Division supplying its own flag.

One officer, who may be the Officer Instructor, from each Division is to attend to act as a judge, neutral officials acting as starter and judging order of finish.

Coxswains are to draw for boats and starting places and, if desirable, are to be taken over the course before the race.

When local conditions permit, races are to be started at or near slack water.

Trophies will be held by the winning Division and Commanding Officers concerned are to arrange for their insurance against all risks (Article **289**) and are responsible for producing them on the day of the next race at the Division where the race takes place.

The following Inter-Divisional races are held :—

A.—Officers' Inter-Group Whaler Race.

To be competed for annually by the winning Divisions of the Southern and Northern Officers' Inter-Divisional Whaler Races.

The expenses of crews are to be borne by their respective Divisional Mess Funds.

B.—Officers' Inter-Divisional Whaler Race (Northern).

A cup presented by Captain E. W. Swan, O.B.E., V.D., R.N.V.R., to be competed for annually by one crew of officers from each of the Clyde, East Scottish, Mersey, Tyne and Ulster Divisions.

The race to be pulled on the River Tyne.

The expenses of crews are to be borne by their respective Divisional Mess Funds.

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APPENDIX XVI.

C.—Officers' Inter-Divisional Whaler Race (Southern).

A Cup presented by Messrs. The Imperial Tobacco Company to be competed for annually by one crew of officers from each of the London, Severn and Sussex Divisions.

The expenses of crews are to be borne by their respective Divisional Mess Funds.

D.—Ratings' Inter-Group Whaler Race.

A Cup presented by Commodore H. D. King, C.B., C.B.E., D.S.O., V.D., M.P., R.N.V.R., to be competed for annually by the winning Division of the Southern and Northern Inter-Divisional Ratings' Whaler Races.

E.—Ratings' Inter-Divisional Whaler Race (Northern).

A Trophy presented by the Tyne Division, R.N.V.R., to be competed for annually by one crew of ratings on List I from each of the Clyde, East Scottish, Mersey, Tyne and Ulster Divisions.

F.—Ratings' Inter-Divisional Whaler Race (Southern).

A Challenge Cup presented by Captain H. D. King, C.B.E., D.S.O., V.D., M.P., R.N.V.R., Captain Viscount Curzon, C.B.E., V.D., M.P., A.-de-C., R.N.V.R., and Captain Lord Tredegar, C.B.E., V.D., R.N.V.R., to be competed for annually by not more than two crews from the London, Severn and Sussex Divisions.

II.—Boxing.

R.N.V.R. Inter-Divisional Boxing Cup.

Presented in 1924 by Commodore The Duke of Montrose, C.B., C.V.O., V.D., R.N.V.R., to be competed for annually by all R.N.V.R. Divisions of Great Britain and Ireland, but never to be won outright.

The contests are to be governed by the Royal Navy and Royal Marine Boxing Association Rules and Regulations or such amendments thereto as may be agreed on by the Commanding Officers of the R.N.V.R. Divisions.

The Cup is an exact replica of what is known as the " Fire O' London " Cup, which was presented in 1666 by the Lord Mayor of London to Joseph Watte, for his bravery in rescuing from the Great Fire, at risk of life, valuable documents belonging to one of the City Companies, from their premises.

The Trophy should be insured by the Commanding Officer of the Division holding it (Article **289**).

III.—Rifle and Revolver Shooting.

A.—R.N.V.R. Inter-Port Rifle Competition (S.R. (*a*)).

Single Entries.

(Shot for at Bisley.)

A Challenge Cup presented to the R.N.V.R. by the Council of the National Rifle Association and six N.R.A. Silver Souvenirs.

Open to one team of six serving members of any rank from each Division.

Distances	200 and 500 yards.	
Number of shots	7 and 1 S.S. per man.	At each range.
Number of targets	2 per team.	
Time limit	45 minutes.	
Dress	Uniform.	
Entrance fee	£2 for each team.	

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APPENDIX XVI.

Special Conditions.

Permanent Staff may coach their own Divisions.

Ammunition is provided on the firing point.

Entries should be made to the Hon. Secretary, R.N.V.R. Rifle Association, who will arrange with the Admiral Commanding for the payment of entrance fees.

The Commanding Officer of the Division holding the Trophy is to arrange for its insurance against all risks. (*Vide* Article **289.**)

NOTE.—S.R. (*a*) means the S.M.L.E. Rifle, used with open sights as issued.

B.—R.N.V.R. INDIVIDUAL CHAMPIONSHIP (S.R. (*a*) or (*b*)).

Single Entries.

(Shot for at Bisley.)

The Graham Perpetual Challenge Cup presented in 1926 by COMMODORE HIS GRACE THE DUKE OF MONTROSE, C.B., C.V.O., V.D., R.N.V.R. (when Marquis of Graham).

Open to serving members of any rank or rating of the R.N.V.R.

Distance	300, 500 and 600 yards.
Number of shots ..	7 and 1 S.S. at each distance.
Entrance fee	5*s.*, to be paid on the Range or at the N.R.A. Office.
Prizes	The CHALLENGE CUP and two-thirds of the entrance fees divided as for Sweepstakes.

Special Conditions.

Slings may be used.

A tie for the first prize will be " shot off " on the spot.

Coaching and Spotting are not allowed, N.R.A. Regulations, para. 284.

Attention is called to the penalty for Coaching or Spotting or both, given in N.R.A. Regulations, para. 547.

The Commanding Officer of the Division in which the holder of the Cup is serving is to arrange for its insurance against all risks. (*Vide* Article **289.**)

All ammunition (0.303) is provided free on the firing points.

NOTE.—S.R. (*a*) means the S.M.L.E. Rifle, used with open sights as issued. S.R. (*b*) means the S.M.L.E. Rifle with approved aperture sight.

C.—NATIONAL RIFLE ASSOCIATION—BRONZE MEDAL COMPETITION.

A Bronze Medal presented annually by the National Rifle Association for competition amongst serving members of any rank or rating of the R.N.V.R.

The Medal will be awarded to the winner of the R.N.V.R. Individual Championship, or if he has already won a N.R.A. Bronze Medal in any competition, to the next highest scorer who has not won a N.R.A. Bronze Medal. No rank or rating will be allowed to take the Medal if he already holds one.

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APPENDIX XVI.

D.—R.N.V.R. Staff Match (S.R. (*a*) or (*b*)).

Single Entries.

(Shot for at Bisley.)

Three prizes—First Prize presented by the R.N.V.R. Rifle Association and two Silver Souvenirs given by the National Rifle Association.

Competitors.—Open only to R.N.V.R. permanent staff.

Entrance Fee —Five shillings (5*s*) to be paid on the range or at the N.R.A. Office

Conditions —As for the R.N.V.R. Individual Championship.

E.—R.N.V.R. Inter-Port Revolver Competition.

Single Entries.

(Shot for at Bisley.)

Open to one team of four serving members of any rank or rating from each Division.

A Challenge Cup presented by Captain the Viscount Elveden, C.B., C.M.G., R.N.V.R., and four N.R.A. Silver Souvenirs.

Distances	20 and 10 yards.
Number of shots ..	Six at each distance.
Targets	20 and 10 yards (revolver).
Time limit	One minute for each series.
Entrance fee	10*s*. for each team.

Special Conditions.

Mark VI Revolvers, as issued, to be used.

Ammunition is provided on the firing point.

Entries should be made to the Hon. Secretary, R.N.V.R. Rifle Association, who will arrange with the Admiral Commanding for the payment of entrance fees.

Note.—The Commanding Officer of the Division holding the Trophy is to arrange for its insurance against all risks. (*Vide* Article 289.)

Notes on Competitions at Bisley.

Travelling.—The National Rifle Association obtains special travelling facilities from the Railway Companies, and has arranged for the issue of return tickets, in exchange for vouchers from any station within the United Kingdom of Great Britain and Northern Ireland, to Brookwood, the nearest station to Bisley Camp, at reduced rates. The Hon. Secretary, R.N.V.R. Rifle Association, should be informed before 15th June each year of the number of officers and ratings visiting Bisley, when he will arrange for the necessary vouchers to be sent to Commanding Officers. Government warrants are *not* to be used for travelling to Brookwood, as the rates for tickets issued against the N.R.A. vouchers is less than the Government rate.

Entries.—Entries for the Inter-Port Rifle and Revolver Competitions should be sent to the Hon. Secretary, R.N.V.R. Rifle Association not later than 15th June each year. The Hon. Secretary will make all the necessary arrangements with the Secretary of the N.R.A. for entries, etc.

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APPENDIX XVI.

Accommodation.—The names and rank or rating of all officers and men who will require accommodation should be sent to the Hon. Secretary, R.N.V.R. Rifle Association, not later than 15th June each year. He will make the necessary arrangements for accommodation with the N.R.A.

Programmes.—N.R.A. Programme (price 2*s.* 6*d.*) can be obtained by application, after 1st March, to the Secretary, National Rifle Association, Bisley Camp, Brookwood, Surrey. The programme contains the rules and regulations of the N.R.A., in addition to the programme of events.

F.—R.N.V.R. Annual Inter-Divisional Miniature Rifle Competition for the Sir Charles Walker Challenge Cup.

Teams.—Open to one team of eight serving members of any rank or rating from each R.N.V.R. Division.

Date of Firing.—Any team may fire on any day up to a date to be decided on annually, provided the whole team fire on the same day.

Targets.—Targets will be the S.M.R.C. 5-bull match target, and will be issued by the Admiral Commanding.

Conditions.

Rifle.—Any single loading rifle taking ammunition not larger than 0.22 may be used.

Foresight.—Barley-corn; knife blade or solid bead, with or without protecting hood.

Backsight.—Any pattern, fixed or adjustable, vertically or laterally, but not fitted with glasses, telescopes or levels.

Pull-off.—Minimum 4 lb.

Position.—Standing, sitting, kneeling or prone.

Rest or Prop.—No rest or prop of any sort for the body or rifle may be used by any competitor. In the prone position, the forearm, hands and rifle, including the sling, must not touch the ground.

Slings may be used.

Distance.—25 yards.

Registers.—Special registers must be used. These will be stamped and issued by the Admiral Commanding for each team. The name and initials of each competitor, together with rank and rating, are to be written on both the target and register before the firing takes place.

On the completion of the firing, both targets and registers are to be sent to the Admiral Commanding for final marking and for the award of the Challenge Cup.

Number of Shots.—Ten per competitor.

Scoring.—Standard, S.M.R.C.

Winner.—The team scoring the greatest number of points.

Umpire.—The Commanding Officer will detail an officer to act as umpire.

Insurance of Trophy.—The Trophy should be insured by the Commanding Officer of the Division holding it. (*Vide* Article **289.**)

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APPENDIX XVI.

IV.—Swimming.

A.—The Hanson Trophy.

Presented by Lieutenant O. H. Hanson as a Perpetual Challenge Cup for a team race by teams of four from each Division.

Length of Race.—Two lengths by each member of team, irrespective of the length of the swimming bath selected.

Team consists of Petty Officers or men, R.N.V.R., on the Active List.

Challenge Cup to be held by the winning Division until the next meeting.

Rules of the Royal Navy and Royal Marine Swimming Association are adopted.

Competition will generally take place at the Division holding the Trophy, and the Commanding Officer arranges for the necessary Committee to receive entries; and to provide if agreeable, races other than the Inter-Divisional Team Race and accommodation for ratings from other Divisions.

The Trophy should be insured by the Commanding Officer of the Division holding it. (Article **289.**)

Question of increasing the number in the team to six will be reviewed from time to time.

B.—The Mansell Challenge Cup.

Presented by J. W. Mansell, Esq., for annual competition by R.N.V.R. Divisions.

The Cup to be awarded to the Division securing the greatest number of aggregate points at the Annual R.N.V.R. Inter-Divisional Swimming Competition, and to be held by the winning Division until the next Swimming Competition.

The following events are to count points for the Cup:—100 yards, 200 yards, 400 yards free style, 100 yards breast stroke, Officers' Race (2 lengths), Relay Race, and the Standard Plain Dive (Standing).

Competitors may select the Swallow Dive or the English Header, as defined in the R.N. and R.M. Sports Handbook.

Points to be calculated as follows:—

Winners of each race	3
Seconds	2
Finishers	1

Note.—Points for Relay Race. Four for each R.N.V.R. Division represented in the Final. No additional points will be awarded for the individual winner and second in the Final.

The Trophy should be insured by the Commanding Officer of the Division holding it. (Article **289.**)

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APPENDIX XVII.

APPENDIX XVII.

R.N.V.S.R. MEMORANDUM OF APPOINTMENT.

(Article 417.)

MEMORANDUM.

To .....

You have been enrolled as a member of the Royal Naval Volunteer Supplementary Reserve, to date..... and have been attached to the ..... Division of the Royal Naval Volunteer Reserve.

2. In the event of your services being required as an officer in the Royal Naval Volunteer Reserve in War or emergency, you will receive a telegram or letter from the Admiral Commanding Reserves or the Comanding Officer of your Division, instructing you to report at your Division or such other ship or establishment as may be directed.

You will at once acknowledge the receipt of such telegram or letter and forthwith comply with the directions given therein.

3. If found physically fit for service, you will be granted a commission as Temporary Probationary Sub-Lieutenant, R.N.V.R. (or an appointment as Temporary Probationary Midshipman, R.N.V.R., if under the age of 21), and will then be subject in all respects to the Regulations for the R.N.V.R.

4. You are to report your address to the Commanding Officer of your Division in 1st January each year, failing which you will be liable to removal from the Reserve.

You should also report any permanent change of address when such change actually occurs.

5. You may withdraw from the Royal Naval Volunteer Supplementary Reserve at any time, on giving notice to the Commanding Officer of your Division.

Your name will be removed from the list on your attaining the age of 50, but an extension may be granted in exceptional cases at the discretion of the Admiral Commanding Reserves on the recommendation of the Commanding Officer of the Division.

6. In the event of your withdrawal or removal from the Royal Naval Volunteer Supplementary Reserve, this form is to be returned to the Admiral Commanding Reserves.

.....

Admiral Commanding Reserves.

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APPENDIX XVIII.

EXTRACTS FROM THE ACTS PROVIDING FOR THE CONSTITUTION, Etc., OF THE R.N.V.R.

The Naval Forces Act, 1903.

(3 Edw. 7. c. 6.)

An Act to provide for the Constitution of a Royal Naval Volunteer Reserve, and a force of Royal Marine Volunteers, and otherwise amend the Law relating to His Majesty's Naval Forces.

Be it enacted by the King's Most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows :—

1.—(1) It shall be lawful for the Admiralty to raise and maintain a force to be called the Royal Naval Volunteer Reserve.

(2) The provisions of the Royal Naval Reserve (Volunteer) Act, 1859 as amended by any subsequent enactment, shall apply to the force so raised, subject to the following modifications, namely :—

(i) Section two, section three, the proviso to section five, and section twenty of the Royal Naval Reserve (Volunteer) Act, 1859 (relating to conditions of service), so much of section six as relates to naval pay, and sections nine and ten of that Act (relating to pay and pensions), shall not apply to the force raised under this section ;

(ii) The Admiralty may make regulations for carrying into effect the provisions of this section, and in particular for adapting to Volunteers enrolled under this section, the provisions of the Volunteer Act, 1863, which relate to the power of Volunteers to quit the corps when not on actual service, and to rules and property of the corps.

* * * * * * * * *

The Royal Naval Reserve (Volunteer) Act, 1859.

(22 & 23 Vict. c. 40.)

* * * * * * * * *

IV. It shall be lawful for Her Majesty, on such occasions as she shall deem fit (the occasion being first communicated to Parliament if Parliament be sitting, or declared in Council and notified by Proclamation if Parliament be not sitting or in being), to order and direct that the Volunteers under this Act, or so many or such part of them as Her Majesty may deem necessary, shall be called into actual service.*

* Her Majesty may authorise the Admiralty to give, and when given, to revoke or vary, such directions as may seem necessary or proper for calling out all or any of the said Volunteers, as occasion may require. (Naval Reserve Mobilisation Act, 1900.)

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V. Whenever Her Majesty shall as aforesaid order all or any number or part of the Volunteers under this Act to be called into actual service, the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, shall cause the said Volunteers, or such member or part of them as Her Majesty may have ordered, to be called into actual service accordingly; and the Volunteers so called into actual service shall be liable to serve on shore or on board any ships or vessels, or partly on shore and partly on board any ships or vessels, as the said Lord High Admiral or Commissioners may direct; and such Volunteers shall be placed under the command of such officers as the said High Admiral or Commissioners may direct, and where he or they may so direct, shall form part of the crews, and be under the like command as the respective crews of any of Her Majesty's ships or vessels of war which the said Lord High Admiral or Commissioners may see fit to cause them to join; and every such Volunteer so called into actual service shall be liable to such service for the term of three years from the time of his coming into actual service, and at the expiration of such period he shall be entitled to be discharged from actual service.

* * * * * * * * *

XI. Whenever any emergency shall arise which, in the opinion of the Lord High Admiral, or the Commissioners for executing the Office of Lord High Admiral, renders it advisable to require the services in Her Majesty's Navy of any of the persons who may have been pensioned, and be in the receipt of pensions, under this Act, it shall be lawful for such Lord High Admiral or Commissioners to order any of such persons to join Her Majesty's Navy; and those so ordered shall join such of Her Majesty's ships or vessels of war as the said Lord High Admiral or Commissioners may at any time or times direct, and shall form the crews or parts of the crews of such ships or vessels, and shall continue to serve in Her Majesty's Navy during such time as such emergency may in the opinion of the said Lord High Admiral or Commissioners continue; and while so serving shall be entitled to the same pay and allowances, according to their respective ratings on board such ships or vessels, as petty officers in Her Majesty's Navy and men in Her Majesty's Navy entered for ten years' continuous and general service, and shall also continue to receive their pensions.*

XII. All the laws and customs for the time being in force for the government of Her Majesty's ships, vessels, and forces by sea, and applicable to any person in or belonging to the Fleet, or to any person being in actual service and full pay, and part of the crew of any of Her Majesty's ships or vessels, shall be applicable in like manner to every person pensioned under this Act during such period as he shall be in actual service, either on board any ship or vessel or otherwise under this Act; and every such person as aforesaid required to serve in the Navy under this Act who shall not at or within such time as may be appointed by any order of the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, made under this Act, appear for the purpose of entering into actual service, or join any of Her Majesty's ships or vessels which he may be required to join for that purpose, shall be liable to be apprehended and punished in the same manner as any person belonging to Her Majesty's Navy, and deserting or improperly absenting himself from duty.

* A person holding a deferred pension certificate or "ticket" shall be deemed to be a "person in receipt of a pension within the meaning of Section 11 of the Royal Naval "Reserve (Volunteer) Act, 1859." Royal Naval Reserve Act, 1896, Section 2 (59 & 60 Vict. c. 33).

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XIII. It shall be lawful for the Lord High Admiral, or the Commissioners for executing the office of Lord High Admiral, from time to time to make regulations as to the manner or form in which Volunteers under this Act shall be entered to serve; and generally as to the entering and re-entering of men as such Volunteers; and as to the arms, clothing, and accoutrements with which such Volunteers are to be provided; and for forming such Volunteers into divisions or classes, or other bodies, and assigning numbers to them; and as to the manner in which notices of the times and places at which such Volunteers may be required to attend instruction, training, and exercise; and for the purpose of their entering into actual service under the provisions of this Act; and for securing and enforcing the attendance, good conduct, and discipline of and among such Volunteers; and for imposing fines or forfeitures of pay, allowances, or pensions for misconduct and breach of discipline or of any such regulations; and as to the pay and allowances to officers commanding such Volunteers; and generally as to all other matters and proceedings under this Act.

XIV. It shall be lawful for the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, in his or their discretion at any time to discharge any of the Volunteers raised under this Act.

XV. All the laws and customs for the time being in force for the government of Her Majesty's ships, vessels, and forces by sea, and applicable to any person in or belonging to the Fleet, or to any person being in actual service and full pay, and part of the crew of any of Her Majesty's ships or vessels, shall be applicable in like manner to every Volunteer under this Act during such period as he shall be on board any ship or vessel for the purpose of instruction, training, and exercise, or shall be otherwise under instruction, training, and exercise; and to every such Volunteer during such time as he shall be in actual service, either on board any ship or vessel or otherwise under this Act; and to all officers having any command over any such Volunteers during the time of instruction, training, and exercise, or while in actual service; and the said Volunteers under this Act shall while in actual service have the same privileges of making allotments of wages and of making remittances, and otherwise have the benefit of and be subject to the provisions of the laws relating to the pay of the Royal Navy in like manner as officers and men of their respective ratings in Her Majesty's Navy; and the laws concerning the discharge of seamen serving on board Her Majesty's ships, and becoming entitled to be discharged, shall be applicable to and for the discharge of any of the said Volunteers.

* * * * * * * * *

XVI. If any person shall enter or attempt to enter the Royal Naval Volunteers as a new Volunteer more than once during the whole or any part of the same period of service, he shall for every such act forfeit and pay any sum not exceeding twenty pounds.

* * * * * * * * *

XVIII. In case any officer, serjeant, or other person enlist any man to serve in Her Majesty's regular forces, or in the Militia, or in the Royal Naval Coast Volunteers, who at the time of such enlisting is entered to serve as a Volunteer under this Act, such enlisting shall be null and void; and in case any person enter any man to serve as a Volunteer under this Act, who at the time of such entering is enrolled to serve in the Militia, or belongs to the Royal Naval Coast Volunteers, such entering shall be null and void; and any such Volunteer under this Act offering himself to be

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enlisted in Her Majesty's regular forces, or who shall be enlisted or enrolled or offer himself to be enlisted or enrolled as a Militiaman, or to serve in the Royal Naval Coast Volunteers, and every Militiaman or any Royal Naval Coast Volunteer offering himself to be entered as a Volunteer under this Act, shall, on conviction thereof, upon the oath of one witness before any justice of peace in or near to the place where the offence shall be committed, or where the offender may at any time happen to be, be committed to the common gaol or house of correction for any term not exceeding six months; and any officer or other person knowingly enlisting or enrolling any Volunteer under this Act to serve in Her Majesty's regular forces, or in the Militia, or in the Royal Naval Coast Volunteers, or knowingly entering any Militiaman or Royal Naval Coast Volunteer to serve as a Volunteer under this Act, shall for every such offence forfeit and pay any sum not exceeding twenty pounds: Provided always, that men may, on their application to that effect, be discharged by proper authority from the Royal Naval Coast Volunteers, to be enrolled as Volunteers under this Act.

* * * * * * * * *

XIX. Any Volunteer under this Act who shall sell, pawn, or lose any of his arms, clothes, accoutrements, or ammunition, slops or necessaries, or any of such articles provided for him under this Act, or refuse or neglect to return the same in good order to any person appointed by or under the authority of the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, to receive the same, shall for every such offence forfeit any sum not exceeding three pounds; and every person who shall knowingly and wilfully buy, take in exchange, receive in pledge, or otherwise receive or conceal any arms, clothes, accoutrements, or ammunition, or slops or necessaries belonging to any such Volunteer or provided for him under this Act, shall for every such offence forfeit and pay any sum not exceeding ten pounds, and the treble value of all or any of the articles so bought, taken in exchange, received, or concealed; and if any person shall prove, on oath before a justice of the peace or person exercising like authority, and there is reasonable cause to suspect that any person has in his or her possession, or on his or her premises, any such arms, clothes, accoutrements, or ammunition, or slops or necessaries, such justice or person may and he is hereby required to grant a warrant to search for such arms, clothes, accoutrements, and ammunition, and slops and necessaries, as in the case of stolen goods; and if upon search any such articles shall be found, the same shall and may be seized by the officer charged with the execution of such warrant, or any person aiding him therein, who shall bring the offender in whose possession or upon whose premises the same shall be found before such justice or person, to be dealt with according to law.

* * * * * * * * *

XXI. If any such Volunteer (being in the United Kingdom, and not labouring under any infirmity incapacitating him) required to serve in the Navy under this Act shall not at or within such time as may be appointed by any order of the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, made under this Act, appear for the purpose of entering into actual service, or join any of Her Majesty's ships or vessels which he may be required to join for that purpose, every such person so offending shall be liable to be apprehended and punished in the same manner as any person belonging to Her Majesty's Navy deserting or improperly absenting himself from duty.

XXII. Every person who by words or other means shall persuade any Volunteer under this Act to desert from the Royal Naval Volunteers, or to

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be improperly absent from his duty, shall forfeit and pay any sum not exceeding twenty pounds for every such Act, and every person who shall assist or procure any such Volunteer to desert, or to be improperly absent as aforesaid, or shall conceal or employ or continue to conceal or employ any such Volunteer, knowing him to be such a deserter or so improperly absent, shall for every such offence forfeit and pay any sum not exceeding thirty pounds.

* * * * * * * * *

XXIV.* All offences for which any pecuniary penalty or forfeiture is by this Act imposed shall and may be heard and determined by any Justice of the Peace in or near to the place where the offence shall be committed, or where the offender may at any time happen to be ; and all such penalties and forfeitures, and any forfeiture of treble value, and also the reasonable costs attending the prosecution, to be duly ascertained and awarded by such Justice, shall and may be enforced and recovered in the same manner as any pecuniary penalties may be recovered in England or Wales, under the provisions of the Summary Jurisdiction Act, 1848. Provided always, that in all cases in which there shall not be sufficient goods whereon any penalty or forfeiture can be levied, the offender may be committed and imprisoned, with or without hard labour (for any time not exceeding six months),† which said Act shall be used and applied in Ireland for the recovery of all such pecuniary penalties and forfeitures, and forfeitures of treble value, as fully to all intents as if such Act had extended to Ireland, anything in the said Act, or in the Petty Sessions (Ireland) Act, 1851, or in any other Act to the contrary not withstanding.

XXV. One moiety of every such penalty or forfeiture not including the treble value of any articles, shall go to the person who shall inform or sue for the same, and the other moiety, together with the treble value of any articles, or, where the offence shall be proved by the person who shall inform, then the whole of the penalty and such treble value shall be paid over and applied in such manner as the Lord High Admiral, or the Commissioners for executing the office of Lord High Admiral, shall direct, anything in the Municipal Corporations Act, 1835,‡ or in any other Act of Parliament, to the contrary notwithstanding ; and every Justice who shall adjudge any penalty under this Act shall within four days thereafter at the farthest report the same and his adjudication thereof to the Secretary of the Admiralty.

Volunteer Act, 1863.

(Extract from 26 & 27 Vict. c. 65.)

An Act to consolidate and amend the Acts relating to the Volunteer Force in Great Britain.

(21st July, 1863.)

* * * * * * * * *

48. Any pecuniary Penalty under this Act, the mode of Recovery of which is not otherwise expressly provided for by this Act—and any Money

* Section 52 of the Summary Jurisdiction Act, 1879, provides that the power to reduce the prescribed amount of a fine shall not apply to any proceedings taken under any Act relating to any of His Majesty's Regular and Auxiliary Forces. The legal position is the same in Scotland and in Northern Ireland.

† Words in brackets apply only to Ireland.

‡ The Municipal Corporations Act, 1835, is repealed by the Municipal Corporations Act, 1882—but *see* Section 242 of the latter.

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of Fine by this Act made recoverable as a penalty under this Act is recoverable—may be recovered as follows :—

In England, in a summary Way before Two or more Justices of the Peace having Jurisdiction where the Offence is committed or where the Offender happens to be, in manner directed by the Act of the Session of, the Eleventh and Twelfth Years of Her Majesty (Chapter Forty-three) " to facilitate the Performance of the Duties of Justices of the Peace out " of Sessions, within England and Wales, with respect to Summary Con- " victions and Orders " ; or in case of Proceedings in the City of London, or in the Metropolitan Police District, in manner directed by the respective Enactments for the Time being in force relative to summary Proceedings there :

In Scotland, in manner directed by the Railways Clauses Consolidation (Scotland) Act, 1845, with respect to Penalties imposed by that Act, the Recovery of which is not otherwise provided for :

In the Isle of Man, by Proceedings in any Court of competent Jurisdiction, and in the manner in which Penalties of like Amount are recoverable by the Laws of the Isle of Man, or as near thereto as Circumstances admit.

* * * * * * * * *

A summary Conviction or Adjudication under this Act in England, or an Adjudication made on Appeal therefrom, shall not be quashed for Want of Form or be removed by Certiorari ; and a Warrant of Commitment on any such Conviction shall not be held void by reason of any Defect therein, if it is therein alleged that the person therein named has been convicted, and there is a good Conviction to sustain the same.

Any pecuniary Penalty recovered summarily under this Act on the Prosecution of the Commanding Officer of a Volunteer Corps or Administrative Regiment shall (notwithstanding anything in any Act relating to Municipal Corporations or to the Metropolitan Police or in any other Act contained) be paid to the Commanding Officer, and be applied as part of the general Fund of the Corps or Regiment.

Royal Naval Reserve Act, 1927.

(17 & 18 Geo. V. Ch. 18.)

1.—(1) Where in pursuance of an order under section four of the Royal Naval Reserve (Volunteer) Act, 1859 (in this section referred to as the principal Act), a man is called into actual service he shall, if medically fit for active service, be entitled to receive such sum, not exceeding five pounds, as the Admiralty may appoint, unless he was liable to be called into actual service in pursuance of that order at the time of his enrolment.

* * * * * * * * *

Authority for Institution of the Royal Naval Volunteer Supplementary Reserve, Order in Council dated 3rd November, 1936.

WHEREAS there was this day read at the Board a Memorial from the Right Honourable the Lords Commissioners of the Admiralty, dated the 24th day of October, 1936 (C.W. 10343-36), in the words following, viz. :—

" Whereas we are of opinion that it is desirable to maintain in time of peace a list of gentlemen who are interested in yachting and similar

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pursuits, who are desirous of being earmarked for training for commissions as Officers in the Royal Naval Volunteer Reserve in the event of war or emergency, and who sign an undertaking that they will so serve in Your Majesty's Navy when called upon :

" We beg leave humbly to recommend that Your Majesty may be graciously pleased, by Your Order in Council, to sanction the formation of a Reserve List to be known as the Royal Naval Volunteer Supplementary Reserve subject to such Regulations as we may from time to time determine.

" The Lords Commissioners of Your Majesty's Treasury have signified their concurrence in this proposal."

HIS MAJESTY, having taken the said Memorial into consideration, was pleased, by and with the advice of His Privy Council, to approve of what is therein proposed.

AND the Right Honourable the Lords Commissioners of the Admiralty are to give the necessary directions herein accordingly.

M. P. A. HANKEY.

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COMPARATIVE TABLES.

Tables of comparison of Numbers of Articles and Appendices in Editions 1933 *and* 1937 *of the Royal Naval Volunteer Reserve Regulations.*

I.—ARTICLES.

1933.		1937.		1933.		1937.	
No.	Clause	No	Clause	No.	Clause.	No.	Clause.
Part I.					4	57	5
					5	393	2
1		1			6	394	3
2–4		2	1		7	57	1
5	1	2	2		8–10	58	
	2	—			11–13	57	2, 3, 5
6		1	3	46		167	
8		3		47		239	
9		4		48	1	238	
10		5			2–5	56	1–4
11		6		49–50		56	1 (*f*)
12		321		51		235	
24		10	1–3	52	Pt I,		
25		15			1–8	236	
26		10	4–7		Pt. II,		
27		10	8		1–4	237	
28		10	9		5	—	
29		11	1		6–12	237	
30		11	2	54	1	321	
34		275	1		2	322	1
35		276		55		322	2
36		279		56	1	323	1
37		277	1		2	325	2
38		278		57		324	
39		277	2	58		325	1, 3
40		50	1	64		328	1, 3, 5
41		50	3	65	1	—	
41A		53			2–3	328	2, 6
42		51			4	329	2
43	1–4	52	1–4	66		328	4
	5	—		67		329	1
	6	52	5	68		329	5
44	1–4	56	1	69		329	3, 4, 6 & 7
	5	—		70		329	3, 4
	6	56	5	71		329	3
45	1	57	1, 4, 6	72		328	7
	2	57	7	75		—	
	3	394	1	76		331	1–11

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1933		1937		1933.		1937.	
No	Clause	No	Clause	No.	Clause.	No.	Clause.
77	1	325	1	120	3, 4	21	2, 3
		331	12	121		—	
	2, 3	331	13, 14	122		21	4
78		332		123		—	
79	1	331	4	124		21	6
	2, 3	333		126	1	App. I	No. 27
80	1–4	334	1–3		1A	,,	,, 28
	5	331	10	126	2–9	,,	Nos. 2–8
	6	334	4	127		,,	,, 9–11
81		335		128		,,	,, 13–14
82		334	5	129	1	,,	,, 17, 21
97	1, 2	338	1, 2		2–3	,,	,, 18, 19
	3	340		130		,,	,, 23–25
	4	342		138		30	1, 2, 4
	5	338	3			133	4
98		339		139		134	1
99		341		141		32	1
101		344		143		32	2
102		346		144	1, 2	37	1, 2
103		345			3	38	
104		16		145		39	
105	1–5	18		146	1	31	1, 2
	6	16	1		2	32	
106	1–2	16	6		3	31	3
	3	16	4			33	1–2
	4	—			4	31	3
107	1–2	16	7		5	33	3
	3	16	1–3	147		35	
	4, 5	16	7, 5	148		34	
108	1–2	16	7–9	149		36	
	3, 4	—		150	1	—	
109	1	App. I	Nos. 1, 3		2–4	App. II	No. 18
	2	—			5	65	3
	3	App. I	No. 4	151	1	App. II	No. 33
110		,,	No. 13		2	65	3
111		,,	No. 9	152	1, 2	App. II	No. 34
112	1, 2	,,	No. 16		3	65	3
	3, 4	—		153	1	App. II	No. 18
113		App. I	No. 20		2	—	
114	1, 2	,,	,, 22		3, 4	App. II	No. 18
	3	,,	,, 23		5	65	3
115		,,	,, 22	154		400	
116		,,	,, 12	155	1	133	1
117		19			2	—	
118		22			3, 4	133	1, 2
119		20			5	151	2
120	1, 2	—		156	1	133	4

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COMPARATIVE TABLES.

1933.		1937.		1933.		1937.	
No.	Clause.	No.	Clause.	No.	Clause.	No.	Clause.
156	2	—		172		40	2
	3–5	133	4–6	175		257	1
157	1	134	1	176		257	2, 3, 4
	2	—		177	1	90	
	3	134	4		2, 3, 4	248	2, 1, 4
	4	—		178	1	248	3
	5	30	5		2	—	
	6	134	6	179		249	
	7	135	1	182	1	255	
	8	135	4		2–3	256	1, 2
158		134	2		4	—	
164		40	1, 3, 4, 5, 8		5	256	3
165	1, 2	App. II	Nos. 3, 4	183	1	250	
	3	41				258	1
		App. II	No. 5		2–5	258	2–5
	4	41		186–190, 192		247	3
		App. II	No. 6				
	5	,,	,, 7	193		247	2
	6	App. I	No. 26	194		247	3
166	A	App. II	Nos. 8, 13	197		245	
	B 1	,,	,, 9, 14	198		246	1–3
	2	—		199		246	4
	C	App. II	Nos. 10, 15	201	1	65	1, 2
	D	,,	,, 11, 16		2	66	2
	E	,,	,, 12, 17	202		69	
	F	App. I	No. 26	203		70	
	G 1	133	4	204		66	
	2	—		205–206		67	1
	H 1	App. III	Nos. 7, 13	211		68	1
	2	—		214		68	3
	I	App. III	Nos. 6, 12	216		—	
	J	,,	,, 5, 11	217		67	2
	K	,,	,, 4, 10			68	2
167	A 1	—		218		71	
	2	152	2	219	1–3	74	1, 6, 3
	B, C, D		3, 4, 5		4–5	76	
	E	65	2	220		74	1, 2
168		App. II	Nos. 19, 20	221	1	77	
169		10	8		2, 3	74	4, 5
		App. II	Nos. 34–38	222		73	
170	1	—		231		115	
	2, 3	App. II	Nos. 40–43	232	1	117	
	4	—				119	
	5	40	7		2–4	116	2–4
171	1	App. II	Nos. 19, 24, 29	232A		118	
				233–235		115	
	2	—		236	1	115	

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1933.		1937.		1933.		1937.	
No.	Clause.	No.	Clause.	No.	Clause.	No.	Clause.
236	2	—		262		154	
	3–4	115		263	1	150	1
	5–8	147			2, 3	151	1
237	1–2	115			4	153	1
	3–4	148			5, 6	150	3, 2
238	1, 2	115			7	151	2
	3	149			8	150	4
	4	115		264		98	1
239		115		265	1–3	88	
240		110			4	—	
241		—		266		89	
242	1	—		267		100	1–4
	2	113		268		100	5
243, 244		—		270		220	1
245		145		271		220	2
246		122		272		220	3
246A		146	3	273		221	
246B		146	4	274		223	1
247	1	85	2	275		223	2
	2	—		276		228	
248		130		277		229	
249		132		278		224	2–4
250		131		279		224	1
251	1	165	2	280		409	2
	2	166	1	281		98	2–3
	3	165	1	282		225	
	4–5	166	2–3	283		95	2
	6	165	3	284		226	
	7, 8	166	5, 4	285		227	1
252		95	1	286		227	2
253		—		287		227	3
254	1	—		288		—	
	2, 3	85	3	289	1	—	
255		85	2		2	230	2
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